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AFSC 4A0X1
HEALTH SERVICES MANAGEMENT
CAREER FIELD EDUCATION AND TRAINING PLAN

This change is effective immediately. CFETP 4A0X1, dated 22 November 2019 is changed as follows:

1. STS task 3.4 on page 29, remove proficiency code “A” from column 4A(1).
2. STS task 59.5 on page 51, remove proficiency code “a” from column 4A(1).
3. STS task 59.6 on page 51, remove proficiency code “a” from column 4A(1).
4. After necessary action, file this sheet in the back of the CFETP.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

DOROTHY A. HOGG
Lt General, USAF, NC
Surgeon General

DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Washington, DC 20330-1000

CFETP 4A0X1
Parts I and II
22 November 2019

AFSC 4A0X1
HEALTH SERVICES MANAGEMENT



“In Demand & Indispensable”

CAREER FIELD EDUCATION AND TRAINING PLAN

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**CAREER FIELD EDUCATION AND TRAINING PLAN
HEALTH SERVICES MANAGEMENT SPECIALTY AFSC 4A0X1**

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CAREER FIELD EDUCATION AND TRAINING PLAN HEALTH SERVICES MANAGEMENT SPECIALTY AFSC 4A0X1

PART I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive document identifying life-cycle education/training requirements, training support resources, and minimum core task requirements for the health services specialty. The CFETP will provide Health Services Management personnel a clear career path to success and enhance skills to optimize all aspects of career field training. **NOTE:** Civilians occupying associated positions may use Part II to support duty position qualification training.

2. The CFETP consists of two parts; both parts are used by supervisors to plan, manage, and complete training within the career field.

2.1. Part I provides information necessary for overall management of the specialty. Section A explains the purpose of the CFETP and how everyone will use the plan. Section B identifies career field progression information, duties and responsibilities, training strategies, and career field path. Section C associates each skill level with specialty qualifications (knowledge, education, training, and other). Section D indicates resource constraints. Examples are funds, manpower, equipment, and facilities. Section E identifies transition training guide requirements for the ranks of SSgt through MSgt.

2.2. Part II contains six sections. At the unit level, supervisors and trainers use Part II to identify, plan, and conduct training to commensurate with the overall goals of this plan. Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references (TRs) to support training, Air Education and Training Command (AETC) conducted training, core tasks, and correspondence course requirements. Section B contains training references. Section C contains the Air Evacuation (AE) Job Qualification Standard (JQS). Section D contains the Course Objective List (COL) and training standards supervisors will use to determine if an Airman has satisfied training requirements. Section E identifies available support materials. An example is a Qualification Training Package (QTP) that may be developed to support proficiency training requirements. Section F identifies a training course index supervisors can use to determine resources available to support training. Included in this section are both mandatory and optional courses. Section G identifies Major Command (MAJCOM) unique training requirements supervisors can use to determine additional training required for the associated qualification needs. Training for Air Reserve Component (ARC) personnel are identified in this section. Section H outlines the format and documentation required to maintain an Air Force Training Record (AFTR).

3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate points in their career. This plan serves as a training tool to enable our Health Services Managers to accomplish current mission requirements in garrison and during contingency operations.

Abbreviations/Terms Explained

Air Education and Training Command (AETC). Conducts basic training for all Air Force (AF) enlisted personnel, produces skilled flying and ground personnel, and trains many of the world's

military forces. Along with basic military and technical training, AETC provides other types of

training, such as aircrew transitional, special, advanced, lateral, and survival training.

Air Force Career Field Manager (AFCFM). The Air Force focal point for the designated career field within a functional community. Serves as the primary advocate for the career field, addresses issues and coordinates concerns across functional communities. Responsible for developing, updating and maintaining career field policies and regulations.

Air Force Job Qualification Standard (AFJQS). A comprehensive task list, which describes a particular job type or duty position. JQSs are used by supervisors to document task qualification and training. The tasks on AFJQS are common standards to all individuals serving in the described duty position.

Air Force Training Record (AFTR). A hierarchical web-based system used to monitor enlisted training. The system provides the trainee, supervisor, and functional manager access to virtual training products, such as the CFETP and AFJQS. Additionally, supervisors and the functional managers are able to create individual training plans and document upgrade training.

Air Force Specialty (AFS). A group of occupations (with the same title and code) that require common qualifications.

Air Reserve Component (ARC). The Air Reserve Component consists of the Air Force Reserve and Air National Guard services.

Ambulatory Data Module (ADM). Automated information system designed to capture and report patient encounter data at the International Classification of Diseases, Clinical Modification (ICD-CM) and Current Procedural Terminology (CPT) code detail.

Armed Forces Health Longitudinal Technology Application (AHLTA). The military's electronic health record (EHR), AHLTA, is an enterprise-wide medical and dental information management system providing secure online access to Military Health System (MHS) patient records. It is used by medical clinicians in fixed and deployed military treatment facilities (MTFs) worldwide. This centralized EHR allows health care personnel worldwide to access complete, accurate health data to make informed patient care decisions - at the point of care - anytime, anywhere. AHLTA is the first system to allow for the central storage of standardized EHR data available for worldwide sharing of patient information.

Associate, Career Field Manager (ACFM). Serves as the subject matter expert for their assigned functional community. Serves as the primary advocate for their functional community, addresses issues and coordinates functional concerns across military treatment facilities, major command and other support organizations. Establishes training programs, developmental opportunities and program initiatives for 4A0s in their respective area of responsibility.

Career Development Course (CDC). These self-study courses help Airmen complete the specialty knowledge portion of the dual-channel concept for the enlisted training program. Airmen must complete career development courses successfully at various stages to advance in their careers. Career development courses are also available on a voluntary basis for career broadening.

Career Field Education and Training Plan (CFETP). A CFETP is a comprehensive core training document identifying: Life-cycle education and training requirements; training support resources, and minimum core task requirements. The CFETP aims to give personnel a clear career path and instill career field training to our health services managers.

Certification. A formal indication of an individual's ability to perform a task from the job qualification standards.

Computer-Based Training (CBT). Training accomplished via computer.

Core Task. Tasks the AFCFM identifies as minimum qualification requirements for everyone within an Air Force Specialty Code (AFSC) regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the CFETP narrative.

Course Objective List (COL). A publication derived from initial/advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3, 5 or 7-skill level in the career field. Supervisors use the COL to assist in conducting graduate evaluations.

Current Procedural Terminology (CPT) Coding. Standardized numeric codes assigned to every task and service a medical practitioner may provide to a patient including medical, surgical and diagnostic services. The codes are used by insurers to determine the amount of reimbursement a practitioner will receive by an insurer. The standardization of these codes throughout both governmental and private sector ensures uniformity.

Defense Medical Human Resources System internet (DMHRSi). A web-based human resource management system that provides ready access to essential manpower, personnel, labor cost assignment, education and training, and readiness information for the MHS, Defense Health Agency and command leadership.

Education and Training Course Announcement (ETCA). Contains specific MAJCOM procedures, fund cite instructions, reporting instructions, and listings for formal courses conducted or managed by the MAJCOMs or field operating agencies (FOAs). The ETCA contains courses conducted or administered by the AF and Reserve forces and serves as a reference for the AF, Department of Defense (DoD), other military services, government agencies, and security assistance programs. ETCA can be accessed through the Air Force Portal.

Enlisted Specialty Training (EST). A combination of formal training (technical school) and informal on-the-job (OJT) training to qualify and upgrade Airmen in each skill level of a specialty.

Air Force Medical Home (AFMH). The Air Force Medical Home (AFMH) model is established in the Family Health, Pediatric and Internal Medicine clinics across the Air Force Medical Service. Delivers highest quality, evidence-based, patient-centered care to enrolled patients through team oriented processes, good access, high continuity, communications, prevention, education, and coordinated management of disease. This approach is employed to ensure operational readiness and operational health of military members and beneficiaries.

Health Informatics. A discipline at the intersection of information science, computer science, and health care. It incorporates resources, devices, and methods required for optimizing the acquisition, storage, retrieval, and use of information in health and biomedicine settings.

Health Insurance Portability and Accountability Act (HIPAA). This is Public Law 104-91 enacted 21 August 1996. The purpose of the Act is to improve the portability and continuity of health insurance coverage, improve access to long term care services and to simplify the administration of healthcare. A primary component of HIPAA is the protection and privacy of

individually identifiable health information. To comply with the HIPAA Privacy Rule the DoD established a regulation, DoD 6025.18-R, *DoD Health Information Privacy Regulation*, to implement the requirements throughout the DoD medical health system.

ICD-CM. Designed for the classification of morbidity and mortality information for statistical purposes, and for indexing hospital records by disease and operations for data storage and retrieval.

Initial Skills Training. A formal resident course, which results in award of the entry skill level.

Integrated Disability Enrollment System (IDES). A joint program between the DoD and the Department of Veterans Affairs (VA) designed to ensure seamless transition for DoD wounded, ill or injured personnel regarding care, benefits and services in the VA system.

Interactive Courseware. Computer-controlled training designed for student interaction with the learning environment through input devices such as keyboards and light pens. The student's decisions and inputs to the computer determine the level, order, and pace of instructional delivery.

Major Command (MAJCOM) Functional Manager (MFM). A person appointed by their respective Command Surgeon as the senior representative for an AFS within a specific MAJCOM. Among other responsibilities, the MFMs work with AFCFM to develop, implement and maintain the CFETP.

Master Task List (MTL). A comprehensive list of all tasks performed within a work center, consisting items from the current CFETP and AFJQS and locally developed AF Form 797, *Job Qualification Standard Continuation/Command JQS* (as a minimum). This should include completing tasks required for deployment and/or Unit Type Codes (UTC) requirements.

Master Training Plan (MTP). Employs a strategy for ensuring the completion of all work center job requirements by using a MTL and provides milestones for task, CDC completion, and prioritizes deployment/UTC, upgrade, and qualification tasks.

Medical Information Services (MIS). The functional area which handles computer systems, local area and wireless network connectivity, software and medical application support, network and information system security and information management training within our MTF. Also includes management of video services and telecommunication activities."

Medical Information Technology. The dynamic interaction of information management and technological systems designed to meet the needs of a medical business enterprise.

Medical Readiness Decision Support System-Unit Level Tracking and Reporting Application (MRDSS-ULTRA). A computer system used to display the percentages of readiness capability for assigned UTCs; view materiel information; and update readiness personnel, training, and deployment information.

METC. Medical Education and Training Campus is a tri-service campus located on Fort Sam Houston, Texas in the City of San Antonio. METC is a state-of-the-art Department of Defense (DoD) healthcare education campus that trains enlisted medical personnel.

No Go. Term used to describe that a trainee has not gained enough skill, knowledge, and experience to perform the task without supervision.

Occupational Analysis (OA). Collecting and analyzing factual data on the tasks and/or

knowledge performed by Air Force career fields. This data is used to provide personnel and training decision-makers with factual and objective job information which enables them to justify and/or change personnel utilization policies and programs, refine and maintain occupational structures, and establish, validate, and adjust testing and training programs.

On-the-Job Training (OJT). Hands-on, over-the-shoulder training conducted to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

Air Force Medical Home (AFMH). A health care setting that facilitates partnerships between individual patients, their personal physicians and when appropriate, their family. Care is facilitated by registries, information technology, health information exchange and other means to assure patients receive the indicated care when and where they need and want it in a culturally and linguistically appropriate manner.

Primary Care Management (PCM) Team. The patient treatment concept based on health care teams comprised of providers, nurses, medical technicians and health services managers assigned to a specific patient population.

Program Objective Memorandum (POM). A part of the programming phase in the Planning, Programming, Budgeting and Execution process. It is created to develop balanced, capability-based programs. The POM is vetted through a budget review and provides adjustments to programs which are approved by AF/SG to the Office of the Secretary of Defense (OSD).

Proficiency Code. An alpha/numeric code assigned to a subject knowledge, task knowledge or task performance level.

Proficiency Training. Additional training, either in-residence, exportable advanced training courses, or OJT, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade.

Qualification Training (QT). Actual hands-on task performance training designed to qualify an airman in a specific duty position. This portion of the dual channel on-the-job training program occurs both during and after the upgrade training process. It is designed to provide the performance skills required to do the job.

Comprehensive Medical Readiness Program (CMRP). Recurring training necessary to maintain skills of a fully qualified individual to adequately perform the mission and related duties required in peacetime and wartime. This are identified with an “R” (for “recurring”) in column 4D of the Specialty Training Standard (STS).

Resource Constraints. Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

Skills Training. A formal course resulting in the award of a skill level.

Special Needs Identification and Assignment Coordination (SNIAC). A process to identify eligible US Air Force (USAF) families with special medical and/or education requirements and helps those families obtain required support services. The process ensures families have access to necessary services upon reassignment, whether CONUS or OCONUS.

Specialty Training Requirements Team (STRT). Team comprised of AFCFM, MFM, and Subject Matter Experts (SME) who determine current training requirements to the AETC

Training Pipeline Manager and Course Training Manager.

Specialty Training Standard (STS). An AF publication describing an AFS in terms of tasks and knowledge an Airman in that specialty may be expected to perform or to know on the job. STSs identify the training provided to achieve a 3, 5, or 7-skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an AFSC are taught in formal schools and correspondence courses.

Total Force. All collective Air Force components (active, Reserve, Guard, and civilian elements) of the United States Air Force.

Transportation Command (TRANSCOM) Regulating and Command & Control (C2) Evacuation System (TRAC2ES). An automated information system that tracks and coordinates movement of eligible beneficiaries and service members for higher level of care within the military's network of healthcare facilities around the world, during both war and peacetime.

Trainer. A trained and qualified person who teaches Airmen to perform specific tasks through OJT methods. Also, the trainer uses equipment to teach Airmen specified tasks.

Training Platforms (TP). Courses, CBT, and other methods of training for specific job training.

Unit Type Code (UTC). A five-character alpha/numerical code that uniquely identifies each type unit of the Armed Forces.

Upgrade Training (UGT). Mandatory training, which leads to attainment of a higher level of proficiency.

Utilization and Training Workshop (U&TW). A forum of MAJCOM AFSC functional managers, SMEs, and AETC training personnel who determine career ladder training requirements.

Section A - General Information

Purpose of the CFETP

1. This CFETP provides information necessary for the AFCFM, MFMs, commanders, training managers, supervisors, trainers and certifiers to plan, develop, manage, and conduct an effective career field training program. The plan outlines the training that individuals in the 4A0X1 specialty should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training.

1.1. Initial Skills Training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. For this AFSC, training is conducted by the Medical Education and Training Campus (METC) at Fort Sam Houston, TX.

1.2. Upgrade Training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 5, 7 and 9-skill levels.

1.3. Qualification Training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills/knowledge required to do the job.

1.4. Proficiency Training is additional training, either in-residence or online web based advanced training courses, or OJT, provided to personnel to increase their skills and knowledge beyond the minimum requirements for upgrade.

1.5. The CFETP has several purposes:

1.5.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. Also, it helps supervisors identify training at the appropriate point in an individual's career.

1.5.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education/training throughout each phase of an individual's career.

1.5.3. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.

1.5.4. Identifies major resource constraints that impact full implementation of the desired career field training program.

Use of the CFETP

2. The plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. Each Service branch owns its own training requirements. Therefore, in joint effort with designated tri-service representatives METC personnel will develop and revise formal training requirements and initial skills training to users. Requirements are documented in Part II of the CFETP. AETC training personnel will develop/revise non-resident, field and online training.

2.2. MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. Requirements are satisfied through OJT, resident training, contract training, or online courses. MAJCOM developed training to support functions within this AFSC must be identified for inclusion into this CFETP.

2.3. Unit training managers (UTM) and supervisors manage and control progression through the career field by ensuring individuals complete the mandatory training requirements for upgrade specified in this CFETP and supplemented by their MAJCOM. The lists of courses in Part II will be used as a reference to support training.

Coordination and approval of the CFETP

3. The AFCFM is appointed to develop, implement, and maintain the CFETP. The AFCFM coordinates through the Training Pipeline Manager (TPM) before submitting the CFETP or any changes to AF/SG1/8 for publication. Also, the AFCFM will initiate an annual review of the CFETP by AETC and SMEs to ensure currency and accuracy. Using the list of courses in Part II, they will eliminate duplicate training. They will submit, through proper channels, initial and subsequent changes to the CFETP. Responsibilities are outlined in AFI 36-2651 Chapter 5.

Section B - AFS Progression and Information

Specialty Descriptions

1. The following information incorporates the latest changes to the Enlisted Classification Directory located on the Air Force Portal (Type 'Enlisted Classification Directory' in the search block).

1.1. Duties and Responsibilities.

1.1.1. Clinic Duties (Front Desk Clerk). Greets the patient and verifies patient appointment, identity and eligibility. Checks-in patient for scheduled visits. Obtains/verifies third party collection information and Notice of Privacy Practices acknowledgement. Verify patient secure messaging enrollment. Promote secure messaging tools to patients. Identifies patients assigned to sensitive duty program or Arming Use of Force (AUoF). Verifies and updates patient demographics. Determines if the visit is accident or injury-related and documents accordingly. Provides patient with required paperwork and clinic instructions and manages patient flow. Answers telephone calls using proper etiquette. Schedules follow-up appointments as required. Tracks, or assists with tracking, diagnostic results and routes to appropriate health care provider. Provides hard copy results, or enters telephone consult to appropriate staff members. Displays patient appointments. Requests and recharges patient records. Generate provider rosters. Add patients to wait list and modifies wait list requests. Complete Individual Medical Readiness (IMR) check, as appropriate. Provides overall customer service. Assists Office Manager and Group Practice Manager (GPM) as needed.

1.1.2. Clinic Duties (Medical Office Manager). Assists the GPM with identifying and managing clinic capacity and demand by utilizing historical workload data. Assists GPM in developing and maintaining provider templates. Inputs appointment templates and schedules into the Composite Health Care System (CHCS). Supports biometric data analysis/medical informatics, utilizing applicable reports and web-based tools. Coordinates patient referrals with the referral management center (RMC) as required. Obtains referral reports from the RMC and routes to the appropriate health care provider. Contacts and schedules patients requiring preventive health visits in coordination with Health Care Integration (HCI) and clinic team members. Assist clinical staff in maintenance of preventive health databases for clinic populations. Performs end-of-day processing. Coordinates required documentation with appropriate clinical and support functions. Assists the Resource Management office (RMO) with auditing third party collections and coding activities to ensure maximum reimbursement. May supervise, rate and train front desk personnel, as appropriate.

1.1.3. Informatics. Analyzes, evaluates, advises, and ensures the validity, completeness and accuracy of healthcare data collected by automated systems used by the military health system. Additionally, serves as the primary clinic interface for data quality initiatives, clinic audits (records, coding, insurance, etc.) and other administrative processes as related to data integrity, quality and collection. Performs review and research of DoD, Air Force Medical Service and web-based guidance for data quality and business rule compliance. Assists with quantitative and qualitative analysis, trending, projections, and forecasting on patient demographics, clinical data and patient/provider utilization data from multiple automated information sources. Assists in analysis/trending, and data validation of business clinical healthcare data for process improvements and DoD workload compliance. As directed, will report data information to MTF leadership, Air Force Medical Readiness Agency (AFMRA), Defense Health Agency (DHA) or any other Air Force medical supporting agencies, as appropriate.

1.1.4. Medical Information Services (MIS). Performs and manages medical information technology functions and activities. Requests and documents technical assistance. Manages hardware and software activities. Monitors information technology security programs. Performs customer support activities. Oversees service level agreements with communication communities. Manages and coordinates telecommunication activities.

1.1.5. Personnel and Administration (P&A). Manage or perform duties associated with in/out-processing of unit members. Monitor the Officer Evaluation Report (OPR)/Enlisted Performance Report (EPR)/Letter of Evaluation (LOE) program. Tracks and updates duty status. Perform personnel action changes and duty information updates. Manage the awards and decoration program. Be functionally proficient with the Base Level Services Delivery Module (BLSDM), Defense Medical Human Resources System-internet (DMHRSi), Defense Travel System (DTS) and Functional Area Records Manager (FARM) programs. Understand and assist members with leave, subsistence-in-kind, and controlled spend account issues. Manage the report of survey and inventory management programs.

1.1.6. Personnel Reliability Assurance Program (PRAP). Provide support to the MTF/CC, MTF/SGP, Administrative Qualification Cell (AQC), and Competent Medical Authority (CMA) in administering the PRAP. Have an understanding of the impact on medical conditions considering reliability standards and the recognition of Suitability Factors (SF). Understand documentation and reporting procedures. Ensure initial and refresher training is conducted and current training is documented for MTF personnel. Compare installation's Personnel Reliability Program (PRP) roster with health records maintained at the MTF to ensure all PRP health records have been identified. Additionally, the MTF PRAP monitor may assist the CMA in making health notifications to the Certifying Official (CO).

1.1.7. Medical Readiness. Performs duties as the unit deployment manager, managing Unit Type Codes (UTCs) and ensuring assigned personnel are appropriately trained and equipped. Ensures publication and currency of unit plans and provides input to wing plans through Medical Contingency Response Plan (MCRP), Installation Emergency Management Plan 10-2 (per AFI 10-2501, *Air Force Emergency Management Program*), Disease Containment Plan, Installation Deployment Plan, etc.). Coordinates and manages medical deployment activities. Serves as the Medical Readiness Decision Support System (MRDSS) Unit Level Tracking and Reporting Application unit system administrator and monitors unit reports. Prepares, briefs and submits readiness reports (SORTS, ART, etc.). Conducts, coordinates, schedules, tracks, and documents medical readiness training. Liaises with the Medical Logistics Office on War Reserve Materiel with regards to deployability. Establishes and augments the medical and Unit Control Center. Provides training on managing classified material, utilizing communication devices, logging events, and after-action reports. Supports MCRP, UTC team chiefs and AFSC functional managers with Comprehensive Medical Readiness Plan (CMRP).

1.1.8. Resource Management Office (RMO). Compiles information, financial statements, subsistence accounting, and prepares statistical reports. Performs market analysis and business-case analysis. Oversees Uniform Business Office (UBO) programs to include third party collection (TPC) activities, Medical Affirmative Claims (MAC) and Medical Service Account (MSA) program management. Assists in manpower surveys and in developing manpower standards. Analyzes workload and cost data to validate manpower requirements, and develops adjustments and projections to support clinical or mission changes. Maintains the Unit Manpower Document (UMD) and the Unit Personnel Management Roster (UPMR) and ensures accurate requirements, funding and the correct assignment of personnel. Identifies staffing shortages and coordinates permanent or temporary assignment actions. Collects, maintains, prepares, and analyzes Medical Expense and Performance Reporting Systems (MEPRS) data or comparable workload accounting system. Utilizes timesheet tracking program. Prepares budget estimates and financial plans. Monitors expenditures and obligations, analyzes financial reports

and accounting and workload reporting procedures and conducts internal audits. Collects and compiles Data Quality (DQ) information and reports data via approved platform. Coordinates Memorandums of Understanding (MOU), Memorandums of Agreement (MOA), Support Agreements and Training Affiliations.

1.1.9. Aeromedical Evacuation (AE). This job description is subject to the role the 4A0 is assigned to within the AE enterprise (i.e., ERPSS, EMEDs, TPMRCs or AE Squadron). Positions may include but are not limited to the assignment as an AE Support Personnel, Duty Controller, AE Patient Movement Clerk, AE Patient Movement Controller. These positions entail duties such as coordination and preparation of patient movement, the enplane and deplane of patients, the creation of the patient manifests, launch and recovery of missions. In addition, a member may perform ground duties while assigned to an AE Operations Team or in a mission management section. Members will also utilize systems such as TRAC2ES to validate and review patient movement records, patient manifests, in-transit visibility, and patient loads for each mission. Global Decision Support System (GDSS) and the Single Mobility System (SMS) are utilized to track mission number and aircraft assigned to AE missions as well as the real-time mission tracking.

1.1.10. Patient Administration. Validates travel entitlements for beneficiaries requiring care from OCONUS/CONUS MTFs and civilian facilities. Administers Medical Evaluation Boards (MEB) and Line of Duty programs; ensures Active Duty Service Member (ADSM) fitness for duty evaluations. Directs supplemental & emergency med care programs to ensure access to quality, timely and cost effective care. Plans, supervises, and leads admissions and disposition (A&D) activities. Oversees Assignment Limitation Code (ALC-C)/Review in lieu of MEB (RILO). Directs the Family Member Relocation Clearance program; executes the Integrated Disability Evaluation System process. Manages AE/Special Assignment Airlift Missions (SAAM); reviews travel claims for beneficiaries requiring care. Responsible for maintaining/safeguarding, transferring, filing and retirement/inventory of outpatient records. Prepares Service Treatment Records for AFPC, manages in/out-processing program; updates vMPF checklists. Provide front desk customer service, assists with medical record maintenance, Release of Information (ROI) requests and customer phone inquiries. Researches and files documentation in medical records utilizing the Medical Records Tracking Module in CHCS. Scan loose documentation into HAIMS. Responsible for creating, processing and safeguarding inpatient records; coordinates coding audit requests. Processes same-day-surgery records; tracks dictations & obtains provider signatures w/in 30 days of discharge. Maintains patient privacy standards by enforcing policies IAW Health Insurance Portability and Accountability Act. Performs admissions/disposition functions; utilizes Composite Health Care System to produce various report.

1.1.11. TRICARE Operations. Serves as interface between MTF, TRICARE Regional Office, MAJCOM/Air Force Medical Operations Agency (AFMOA and Defense Health Agency (DHA) for healthcare management. Directs daily operations; leads personnel, programs, supports staff and beneficiaries. Advises, develops, and implements optimal business practices and strategies for TRICARE Operations and Patient Administration (TOPA) flight/supporting customer service efforts. Optimizes healthcare delivery for enrolled beneficiaries; supports MDG operating budget execution. Manages inpatient/outpatient medical records, air evacuations, patient referrals, admissions and dispositions, Medical Evaluation Boards (MEB) & overseas medical clearances. Directs Integrated Disability Evaluation System (IDES)/Special Needs Identification

Assignment Coordination (SNIAC) programs. Directs Beneficiary Counseling Assistance Coordinator operations and debt resolutions. Oversees Referral Management Center; tracks consultations to physicians IAW DoD/AF/TRICARE directives. Provides managerial oversight of Referral Management; Release of Information programs. Responsible for tracking, retrieval and release of medical information. Cost Center Manager; prepares flight financial plans and budget estimates; controls utilization of government funds.

1.2. Enlisted Deliberate Development. Occurs through the guidance, direction and execution of Functional Advisory Councils (FAC) and Enlisted Development Teams (EDT). Through FACs and EDTs, enlisted career field leadership executes planning and succession planning to ensure Air Force specialties are effectively equipped, developed and sustained to provide the required capabilities to accomplish the mission. Succession planning is the responsibility of EDTs and entails identifying key developmental positions (KDPs) and key leadership positions (KLPs).

1.2.1. FACs. Prepare senior leaders with a comprehensive understanding of functional, cross-functional and institutional personnel requirements pertaining to a particular career field and advises on management strategies to sustain and improve capabilities.

1.2.2. EDT. Provide vectors based on projected (or anticipated) aggregated requirements by grade, level, and position type. A vector is an EDT's collective recommendation for an experience level, training or education opportunity, or position type for an Airman's next or subsequent assignment. EDTs ensure a career field's senior leadership becomes familiar with Airmen assigned to their functional area and assesses Airmen's qualifications and potential for future opportunities. EDTs must be executed in the most cost-efficient manner possible. This includes taking full advantage of remote capabilities, conducting EDTs in conjunction with other scheduled meetings, and minimizing the need for AFPC support and resources to execute EDTs.

1.2.3. KDPs: Used to complement leadership qualifications. These positions are utilized to provide experience necessary for KLPs that may not be gained through the normal assignment system.

1.2.4. KLPs: Defined as a unique, "no-fail" position with distinguishing responsibilities and education, training, experience, or performance requirements that cannot be realized through normal progression planning, and may not be prevalent in the majority of the career field. These positions are not to be confused with specially-designated functional positions such as Key Nuclear Billets, although those billets may also be defined as KLPs.

1.3. Recommended 4A0X1 Rotation Schedule (exceptions may apply). In order to ensure appropriate career broadening opportunities the below table is a recommended rotation schedule for 4A0s working at an MTF. These are only recommendations and deviations may be required to meet the specific mission requirements of each facility.

Aeromedical Staging Facility (ASF)	AB – SrA > 18 months SSgt – TSgt > 36 months MSgt – SMSgt > 24 months
Clinic/Ancillary Administrative Support	AB – SrA > 24 months SSgt – TSgt > 24 months

Medical Information Services (MIS)	AB – SrA > 36 months SSgt – TSgt > 48 months MSgt – SMSgt > 48 months
Informatics/Medical Office Management	SSgt – TSgt > 24 months MSgt – SMSgt > 24 months
Medical Readiness	SSgt – TSgt > 24 months MSgt – SMSgt > 36 months
Personnel and Administration	AB – SrA > 24 months SSgt – TSgt > 24 months
Personnel Reliability Program (PRP)	AB – SrA > 24 months SSgt – TSgt > 24 months MSgt – SMSgt > 36 months
Physical Evaluation Board Liaison Officer (PEBLO)	AB – SrA > 24 months SSgt – TSgt > 24 months MSgt – SMSgt > 24 months
Resource Management	AB – SrA > 24 months SSgt – TSgt > 36 months MSgt – SMSgt > 48 months
TRICARE Operations/Patient Administration	AB – SrA > 24 months SSgt – TSgt > 24 months MSgt – SMSgt > 24 months

Skill/Career Progression

2. Progression Concept. Adequate training and timely progression from the apprentice through the superintendent skill level play an important role in the AF's ability to accomplish its mission. It is essential everyone involved in training must do their part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career.

2.1. Apprentice (3-Skill Level). Non-prior service and ARC students in this specialty will complete the Health Services Management Apprentice course in-residence at METC for award of the 3-skill level. Waivers for this requirement will be handled on a case-by-case basis by the 4A0X1 Career Field Manager and 4A0X1 ARC representative. The apprentice will enter UGT using CDCs and task qualification training to progress in the career field. Once certified on a task, the apprentice may perform the task unsupervised. NOTE: Expedited transfers, short notice retrainees and humanitarian assignment members will receive initial skills and upgrade training via OJT and units will contact their respective command 4A0X1 functional manager for alternative training plan for this members. However, if seats are available, course attendance is recommended.

2.2. Journeyman (5-Skill Level). Individuals must successfully complete the 5-skill level CDC before being upgraded to the 5-skill level. Once upgraded, journeymen enter into continuation training to broaden their experience base. Journeymen will attend the Airman Leadership School (ALS) when selected for promotion to Staff Sergeant or as determined by local installation class availability. After ALS, journeymen can perform duties as trainers and

supervisors and be considered for appointment as unit trainers. To enhance their skills, they are encouraged to continue their education toward a Community College of the Air Force (CCAF) degree and complete a specialty certification to enhance their skills and value as a 4A0.

2.3. Craftsman (7-Skill Level). A craftsman must successfully complete the 7-skill level CDC(s) before upgrade to the 7-skill level. Once upgraded, a craftsman can expect to fill various supervisory and management positions, such as noncommissioned officer in charge (NCOIC), supervisor, program manager, and task trainer or certifier. Craftsman will attend the Noncommissioned Officer Academy (NCOA) after selection for promotion to Technical Sergeant (Active Duty only). Continued academic education through CCAF and higher degree programs is encouraged.

2.4. Superintendent (9-Skill Level). Before attaining the 9-skill level, individuals must be promoted to Senior Master Sergeant (AD only). A superintendent can expect to fill positions such as flight chief, superintendent, functional manager, and various staff positions. Additional training in the areas of resources, leadership skills, and management should be pursued through continuing education. Completion of higher degree programs is highly recommended.

2.5. Chief Enlisted Manager (CEM) 4A000. Awarded after promotion to Chief Master Sergeant. A CEM can expect to fill positions such as functional manager at various command levels, group or squadron superintendent, and flight chief. Additional training in the areas of resources, leadership skills, and management should continue. Completion of higher degree programs is highly recommended.

2.6. Proficiency Training. Any additional knowledge and skill requirements, which were not taught through initial skills, supplemental, or upgrade training. The purpose of the continuation-training program is to provide additional training exceeding minimum upgrade training requirements with emphasis on present and future duty positions. MFMs and MTF Functional Managers (FM) must develop a continuation-training program that ensures individuals receive the necessary training at the appropriate point in their career. The training program will identify both mandatory and optional training requirements. AETC will assist in this continuation training development wherever possible, by providing instructional system design/development expertise and media selection options. MFMs and MTF FMs are highly encouraged to seek out proficiency training opportunities through their respective Associate, Career Field Managers.

2.7. Comprehensive Medical Readiness Plan (CMRP). In the interim, training is conducted through web-based courseware RELIAS on specific tasks listed in the STS. Tasks are identified with an R in column 4D of the STS. Training tasks are the catalyst for training program development. Supervisors are required to annotate the member's initial CMRP completion in AFTR. Subsequent CMRP or readiness-related training completion will be documented and maintained in MRDSS ULTRA for reporting/tracking purposes. Supervisors and/or members can request an electronic print out of CMRP completion from their unit FM and/or unit Medical Readiness flight. MTF functional managers will review assigned CMRP checklists to identify training tasks, conduct or oversee CMRP training, and document it in MRDSS ULTRA. Additionally they will develop a plan to complete all CMRP training requirements, including gaps. A comprehensive list of MTF functional roles for CMRP training is located in Air Force Instruction 41-106, Medical Readiness Program Management. **NOTE:**

A new CMRP requirements checklist will be published to the field no later than 1 October 2019. The new checklist will communicate the MTF Functional Managers role to develop CMRP localized training for all knowledge and performance based training items. The CMRP checklist will include training resources that MTF functional managers can utilize in developing their training. During this time, RELIAS will be phased out as the CMRP method of training for the 4A0X1 career field.

2.8. Training for UTC Requirements. All 4A0X1s assigned to deployable UTCs will complete UTC-specific training, field training, and other requirements as directed in AFI 41-106, *Medical Readiness Program Management*. Training for these tasks will be identified to the member by the UTC Team Chiefs and documented in MRDSS ULTRA. Normally these will be conducted via medical unit readiness training, field training, readiness exercises, or annual ancillary unit training.

2.9. Other Training. Units will establish appropriate 4A0 training to meet unit-specific disaster response training. Generally, this training should include duties associated with TRICARE Operations, Patient Administration, Medical Contingency Response Team Training, Aeromedical Evacuation, PRAP, MIS, and general duties.

2.10. Special Experience Identifier (SEI). SEIs are established to identify special experience and training not otherwise identified within the Military Personnel Data System (MilPDS). SEIs complement the assignment process, but are not substitutes for AFSCs, CEM codes, prefixes, suffixes, Special Duty Identifiers (SDIs), Reporting Identifiers (RIs), or professional specialty course codes. They are established when identifying training, skills, or experience as critical to the assignment match, or force management needs and no other identification is appropriate or available. SEIs can be used to rapidly identify an already experienced resource to meet unique circumstances, contingency requirements or management needs. They provide a means to track individuals and identify positions requiring or providing unique experience or training that would otherwise be lost. Note: SEIs do not automatically imply a member is current on certification requirements for any particular SEI. SEIs can depict current training experience or training experience captured at some point during their career (e.g. Medical Information Services, 260/264).

2.10.1. SEI 096, DoD Financial Management Certification Level 1. Award requires (1) 2 years of DoD FM experience, (2) 46 Continuing Education & Training (CET) credit hours, and (3) must attain 40 CET every two years after achieving certification.

2.10.2. SEI 097, DoD Financial Management Certification Level 2. Award requires (1) 4 years of DoD FM experience, (2) 71 Continuing Education & Training (CET) credit hours, and (3) must attain 60 CET every two years after achieving certification.

2.10.3. SEI 260, Information Assurance Technical Level 1. Requires (1) assignment to perform information assurance technical support at the computing environment level (example: Client Support Administrator); (2) certification from the Information Assurance Technical Level I Category on the Department of Defense (DoD) Approved 8570 Baseline Certifications lists (link: <http://iase.disa.mil/iawip/Pages/iabaseline.aspx>); (3) recommendation of unit commander. There are no minimum grade or skill level requirements to be awarded the SEI.

2.10.4. SEI 264, Information Assurance Technical Level 2. Requires (1) assignment to perform information assurance technical support at the network environment level (example:

Infrastructure Technician); (2) certification from the Information Assurance Technical Level 2 Category on the Department of Defense (DoD) Approved 8570 Baseline Certifications lists (link: <http://iase.disa.mil/iawip/Pages/iabaseline.aspx>); (3) recommendation of unit commander. There are no minimum grade or skill level requirements to be awarded the SEI.

2.10.5. SEI 316, AETC Technical Instructor (TI). Award requires completion of one of the following courses: Basic Instructor Course (G, J, L, V, X) 3AIRXXXX OB1A, Military Training Instructor L3ALR8B000, Military Training Leader L3ALR8B100, Enlisted Professional Military Education Instructor Course MESC003 or 12 months of instructor experience following formal certification and supervisor's recommendation.

2.10.6. SEI 325, Medical Readiness (MR). To be awarded the 325 special experience identifier, individuals must also successfully complete the Medical Readiness Management Course (MRMC) L3OZJ4XXX 00BA and serve one continuous year in the Medical Readiness Office. All requests for award of the 325 special experience identifier must be coordinated and approved by the MTF 4A0X1 Functional Manager and their Squadron Commander. (T-2)
Award is NOT automatic. Members must complete a 2096 to update their personnel record. Unit level medical readiness positions are not authorized the "R" AFSC prefix."

2.10.7. SEI 386, Instructional Materials Writer/Manager. Requires 6 months of experience in preparation or revision of nonresident training materials and completion of the Technical Writer Nonresident Training Materials course 3AIR75200-015 (PDS code 5AT).

2.10.8. SEI 451, Familiarized International Health Specialist (IHS). Requires (1) minimum 1/1 Defense Language Proficiency Test (DLPT) score in a foreign language; (2) 8 cumulative weeks of deployed operational health support experience overseas (i.e., NGO/IO/PVO/missionary/Peace Corps/study abroad experience may be considered); (3) completion of the web-based USAF International Health Specialist (IHS) Medical Advisor Familiarization Course (MAFC); (4) completion of the web-based Steady State Campaign Support Planning Course (SSCSP); and (5) completion of basic formal coursework or training in at least two of the following concentrations:(a) Region-specific coursework,(b) Civil-military operations,(c) Public health or international health,(d) The interagency process,(e) Cross-cultural communication. **Note 1:** The IHS Program Office is the sole approval authority for SEI awards and any courses or requirement substitutions. **Note 2:** Course options are listed under the IHS application resources.

2.10.9. SEI 452, Enabled International Health Specialist (IHS). Requires (1) previously awarded SEI 451; (2) minimum 2/2 Defense Language Proficiency Test (DLPT) score in a foreign language; (3) completion of basic formal coursework or training in ALL the following concentrations:(a) Region-specific coursework (b) Civil-military operations(c) Public health or international health (d) The interagency process, and(e) Cross-cultural communication; and (4) completion of coursework, training or field experience in Humanitarian Assistance/Disaster Response. **Note 1:** The IHS Program Office is the sole approval authority for SEI awards and any courses or requirement substitutions. **Note 2:** Course options are listed under the IHS application resources.

2.10.10. SEI 463, Medical Personnel Reliability Assurance Program (PRAP). Mandatory upon successful completion of the (1) USAFSAM PRAP Course B3XZYPRP 0A1A, (2) required functional PRP training via HAF PRAP web site, (3) completion of 4A0X1 CFETP core task, (4) 12 months experience working in the PRAP clinic, PRP

Cell, MAJCOM, or HAF level, (5) Supervisor/SGP recommendation, and (6) Group Commander approval. **Award is NOT automatic. Members must complete a 2096 to update their personnel record.**

2.10.11. Refer to the AFECD (found on the MyPers website) for procedures to award and update personnel data systems with applicable SEI. There are additional SEIs listed in the AFECD that any AFSC can obtain, to include SEI 005 Green Belt, CPI Initial Certification, which is strongly encouraged for 4A0s to attain.

Training Decisions

3. Training Strategy. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Health Services Management career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. Training decisions are made during the 4A0X1 U&TW, held at the discretion of the 4A0X1 CFM.

3.1. Initial Skills. There were new training requirements added to the 3-skill level course for AFSC 4A0X1. Changes incorporated in the 4A0X1 program included training in such areas as Health Record System, Electronic Repository (currently Healthcare Artifact and Image Management Solution, HAIMS), Electronic Health Record, Protected Health Information Management Tool (PHIMT), Continuous Process Improvement Management System and Trusted Care concepts. These additions support the current and future way ahead for the Air Force Medical Service and delivery of health support to military treatment facilities. Students will continue to interact in scenarios to enhance the realism and application of tasks. Students are awarded the 3- skill level upon completion of the basic course. In addition, Microsoft Office suite task items were removed from the course and will be considered on-the-job training requirements.

3.2. 5-Skill Level. The requirement for award of the 5-skill level was reviewed to ensure critical core tasks align with current and future needs of Air Force Medical Service. Major changes to core requirements include task performance on Electronic Repository (currently Healthcare Artifact and Image Management Solution HAIMS), Protected Health Information Management Tool (PHIMT), and Patient Registration and Medical Information Services (MIS) inventory. Items removed from the 5-level requirement included tasks related to: coding, medical records maintenance, appointment scheduling and template management, Personnel Reliability Assurance Program (PRAP) and sequestering records.

3.3. 7-Skill Level. The requirement for award of the 7-skill level was reviewed to ensure critical core tasks align with current and future needs of Air Force Medical Service. Major changes to core requirements include task performance on Unit Manpower Document (UMD) /Unit Personnel Manpower Report (UPMR) reconciliation and other Manpower processing actions. Items removed from the 7-level requirement included tasks related to: coding, medical records maintenance, appointment scheduling and template management, Personnel Reliability Assurance Program (PRAP) and sequestering records.

Community College of the Air Force (CCAF)

4. CCAF Degree. CCAF is one of several federally chartered degree-granting institutions; however, it is the only 2-year institution exclusively serving military enlisted personnel. The

college is regionally accredited through Air University by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate in Applied Science (AAS) degrees designed for specific Air Force occupational specialties and is the largest multi-campus community college in the world. Upon completion of basic military training and assignment to an AF career field, all enlisted personnel are registered in a CCAF degree program and are afforded the opportunity to obtain an AAS degree. In order to be awarded, degree requirements must be successfully completed before the student separates from the Air Force, retires, or is commissioned as an officer. See the CCAF website for details regarding the AAS degree programs.

4.1. Degree Requirements. All enlisted Airmen are automatically entered into the CCAF program. Prior to completing an associate degree, the 5-level must be awarded and the following requirements must be met:

	<u>Semester Hours</u>
Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General Education	15
Program Elective	15
	Total: 64

4.1.1. Technical Education (24 semester hours). A minimum of 12 semester hours of Technical Core subject or course must be applied and the remaining semester hours applied from technical core or technical electives subjects or courses. Requests to substitute comparable courses or to exceed specified semester hour values in any subject or course must be approved in advance by Air University. Semester hours for skill level completion are applied as follows: 14 hours for 3-skill level, 8 hours for 5-skill level, and 4 hours for 7-skill level. The 2 remaining semester hours may be rolled over into program electives.

4.1.2. Leadership, Management, and Military Studies (6 semester hours). Professional military education and/or civilian management courses.

4.1.3. Physical Education (4 semester hours). This requirement is satisfied by completion of Basic Military Training.

4.1.4. General Education (15 semester hours). Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable General Education subjects/courses as provided in the CCAF General Catalog.

4.1.5. Program Elective (15 semester hours). Program electives are satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects and courses, including natural science courses meeting GER application criteria. Nine semester hours of CCAF degree applicable technical credit otherwise not applicable to this program may be applied. See the CCAF General Catalog for details regarding the AAS degree for this specialty. CLEP and DANTES credits can be applied within the program elective block.

4.1.6. Residency Requirement (16 semester hours): Satisfied by credit earned for coursework completed in an affiliated school or through internship credit awarded for progression in an AF occupation specialty. Enlisted members attending Army, Navy, and/or

DOD initial or advanced training do not receive resident credit since these schools are not part of the CCAF system. However, the college awards proficiency credit to AF enlisted members completing these courses. Note: Physical education credit awarded for basic military training is not resident credit.

4.2. Professional Certifications. Certifications assist the professional development of Airmen by broadening their knowledge and skills. Additionally, specific certifications may be awarded collegiate credit by CCAF and civilian colleges. To learn more about professional certifications and certification programs offered by CCAF, visit the CCAF website. In addition to its associate degree program, CCAF offers the following certification programs and resources:

4.2.1. CCAF Instructor Certification (CIC) Program. CCAF offers the CIC Program for qualified instructors who teach CCAF collegiate-level credit awarding courses at a CCAF affiliated school. The CIC is a professional credential recognizing the instructor's extensive faculty development training, education and qualification required to teach a CCAF collegiate course and formally acknowledges the instructor's practical teaching experience. The program is a three-level program (CIC-I, CIC-II and CIC-III). The CIC program replaced the CCAF Occupational Instructor Certification (OIC) Program, which officially closed on 1 January 2011. To obtain more information concerning the CIC Program and program procedures, refer to the CCAF Campus Affiliations Policies and Procedures Guidelines.

4.2.2. Instructional Systems Development (ISD) Certification Program. CCAF offers the ISD Certification Program for qualified curriculum writers and managers who are formally assigned to an affiliated school to develop/write and/or manage CCAF collegiate-level credit awarding courses. The ISD certification is a professional credential recognizing the curriculum writer's or manager's extensive training, education, qualifications, and experience required to develop/write and manage CCAF collegiate courses.

4.2.3. CCAF Professional Manager Certification (PMC). CCAF offers the PMC Program for qualified AF NCOs. The PMC is a professional credential awarded by CCAF that formally recognizes an individual's advanced level of education and experience in leadership and management, as well as professional accomplishments. The program provides a structured professional development track that supplements Enlisted Professional Military Education (EPME) and CFETP.

4.2.4. Air Force Credentialing Opportunities On-Line (AF COOL). AF COOL replaced the CCAF Credentialing and Education Research Tool (CERT). The AF COOL Program provides a research tool designed to increase an Airman's awareness of national professional credentialing and CCAF education opportunities available for all AF occupational specialties. AF COOL also provides information on specific occupational specialties, civilian occupational equivalencies, CCAF degree programs, AFSC-related national professional credentials, credentialing agencies, and professional organizations. AF COOL contains a variety of information about credentialing and licensing and can be used to:

- Get background information about civilian licensure and certification in general and specific information on individual credentials including eligibility requirements and resources to prepare for an exam.
- Identify licenses and certifications relevant to an AFSC.
- Learn how to fill gaps between AF training and experience and civilian credentialing

requirements.

- Get information on funding opportunities to pay for credentialing exams and associated fees.
- Learn about resources available to Airmen that can help them gain civilian job credentials.

4.3. Air University Associate to Baccalaureate Cooperative Program (AU ABC Program).

Directs Airmen with Associate in Applied Science Degrees from the CCAF to a collection of accredited military friendly colleges and universities to consider when completing a four-year degree. The program maximizes the application of military career education and training, and provides a multitude of online academic and support services for the enlisted member.

4.4. Additional Off-Duty Education. Off-duty education is a personal choice encouraged for all. Individuals desiring to become an AETC Instructor should be actively pursuing an associate degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

4.5. Air Force e-Learning. Is a robust, on-line, self-development tool that is free and available to active duty, guard and reserve military personnel as well as Department of the Air Force civilian employees 24/7. It contains a large, searchable collection of free on-line courses, books, simulations, and other e-learning resources for your self-development -- whenever and wherever you have the need and time.

Certification Opportunities

4.6. As of the publication date of this CFETP, the 4A0X1 career field does not have any officially sanctioned certification programs. However, the programs and governing bodies listed below are highly recommended within AFI 41-104, *Professional Board and National Certification Examinations*. The table below highlights some of the recommend certifications that would enhance the development and progression of our Health Services Managers. AF COOL provides a one-stop for airmen to explore credentials recognized by the civilian community that can enhance airmen's current performance in their AF job as well help prepare for civilian employment. Please review all the tabs as each has important information for successful completion of an AFSC-related credential. It is recommended for those interested in a certification program to visit the AF COOL website and review all available AFSC-related and leadership related credentials. <https://afvec.us.af.mil/afvec/Public/COOL/Default.aspx>

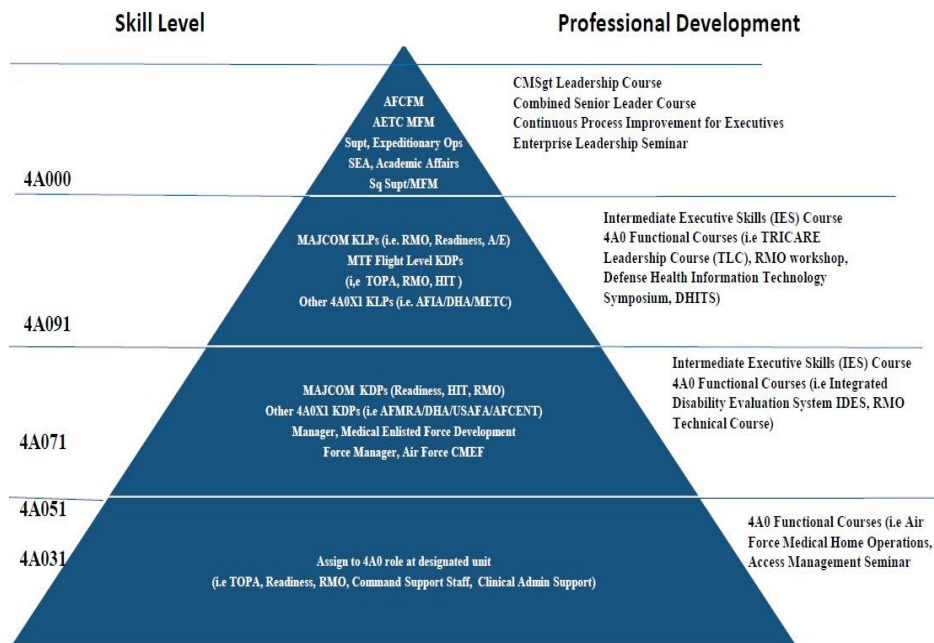
4.7. Table of recommended certifications with governing bodies.

Certifications	Governing Body
Certified Electronic Health Record Specialist (CEHRS)	National Healthcareer Association (NHA)
Certified Medical Administrative Specialist (CMAS)	American Medical Technologies (AMT)
Certified Clinical Account Technician (CCA)	American Association of Healthcare Administrative Management
Certified Billing and Coding Specialist (CBCS)	National Healthcareer Association (NHA)
Associate Emergency Manager (AEM)	International Association of Emergency Managers
Certified Coding Associate (CCA)	American Health Information Management Association (AHIMA)
A+ Certification (required for SEI 260)	CompTIA

Security + (required for SEI 264)	CompTIA
Network + (required for SEI 260)	CompTIA
Certified Associate in Project Management (CAPM)	Project Management Institute (PMI)
Project Management Professional (PMP)	Project Management Institute (PMI)

5. Career Field Path. The following career pyramid (Figure 5.1.) pictorially reflects the recommended job and skill progression path. The training and functions are aligned with rank and experience levels normally expected of someone in that period of his or her career. For instance, special duty assignments are normally not part of an individual's career until they reach the grade of SSgt. We realize there will be exceptions, but you should use this as a guide to help determine training expectations and career planning. Unit functional managers, superintendents, and supervisors may rotate 3- and 5-skill level personnel through all major career tracks (displayed on the pyramid) to better prepare them for supervisory and management responsibilities of the 7- and 9-skill levels. It is highly recommend at the grade of TSgt and above, individuals are considered for function vectors into 1 or more specialties and serve in positions that align with this specialty. The needs and/or requirements of the MTF/ organization will take priority in job placement for 4A0X1 personnel.

Figure 5.1. Career Field Path



Section C - Skill Level Training Requirements

Purpose

1. Skill level training requirements in this career field are defined in terms of task and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award,

and retention of each skill level. The specific task and knowledge training requirements are identified in the STS at Part II, Sections A and B of this CFETP.

Specialty Requirements

2. The various skill levels in this career field are defined in terms of tasks and knowledge proficiency requirements for each skill level. They are stated in broad general terms and establish the standards of performance. Unit work centers must develop a structured training program to ensure the following requirements are met. All specialty requirements are located in the AFECD.

2.1. Apprentice Level Training (3-Skill Level):

2.1.1. Specialty Qualification.

2.1.1.1. Knowledge. General clerical procedures; medical terminology, regulations, and directives; medical ethics; health records administration; principles of coding; and anatomy and physiology.

2.1.1.2. Education. Completion of high school or General Education Development equivalency is mandatory.

2.1.1.3. Training. For award of AFSC 4A031, completion of the Health Services Management Apprentice course is mandatory. Waiver of this requirement will be handled on a case-by-case basis by the 4A0X1, Career Field Manager.

2.1.1.4. Experience. No prior experience is mandatory for the award of the 3-skill level.

2.1.1.5. Other. For entry into this specialty, a physical profile series factor (PULHES), as defined in AFI 48-123, *Medical Examination and Standards*, is mandatory. For award and retention of AFSC 4A031, member must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security (Compusec)*.

2.1.2. Training Sources and Resources. The initial skills course will provide the required knowledge and qualification.

2.1.3. Implementation. Entry into AFSC 4A031, initial skills training, is accomplished by pipeline students from basic training or by approved retraining from any AFSC. After technical school training, qualification training starts when an individual is assigned to their first duty position. Thereafter, it is initiated any time an individual is assigned duties they are not qualified to perform.

2.2. Journeyman Level Training.

2.2.1. Specialty Qualifications.

2.2.1.1. Knowledge. The individual must know general administrative procedures, medical terminology, publication management procedures, advanced health records administration, patient movement procedures, application of ICD-CM and CPT coding, basic anatomy and physiology, cost and budget estimating, and training methods.

2.2.1.2. Education. Courses in anatomy and physiology, health, business administration, and computers are desirable.

2.2.1.3. Training. Completion of the 4A051 Career Development Course (CDC), STS core tasks, and all local tasks assigned for the duty position. Qualification training and OJT will provide training and qualification on the core tasks identified in the STS. The CDC is written to

build from the trainee's current knowledge base and provides more in-depth knowledge to support OJT requirements.

2.2.1.4. Experience. Qualification in and possession of AFSC 4A031 is mandatory.

2.2.1.5. Other. Same as AFSC 4A031.

2.2.1.6. Training Sources and Resources. The CDCs for this course are developed by the 937 TRG, Fort Sam Houston, TX and is available through your UTM.

2.2.1.7. Implementation. The member's unit commander or commander's designated representative awards the 5-skill level upon successful completion of the 5-skill level CDC volumes, satisfactory performance during OJT and perform identified core tasks in the CFETP. The time in training requirement for award of this skill level has been eliminated.

2.3. Craftsman Level Training.

2.3.1. Specialty Qualifications:

2.3.1.1. Knowledge. Individual must understand medical terminology, policy and directives, office management practices, financial and manpower management, informatics/data analysis, training methods, and TRICARE principles. Additionally, individuals at the craftsman level should understand the principles of United States Air Force Continuous Process Improvement (CPI).

2.3.1.2. Training. Individuals must complete the 4A071 CDC before being upgraded to the 7-skill level in this specialty.

2.3.1.3. Experience. Must successfully complete and perform duty tasks during OJT and successfully perform identified core tasks in the CFETP.

2.3.2. Training Sources and Resources. The CDC for this course is developed by the 937 TRG, Fort Sam Houston, TX and is available through your UTM.

2.3.3. Implementation. The member's unit commander or commander's designated representative awards the 7-skill level upon successful completion of 7-skill level CDC, satisfactory performance during OJT, and perform identified core tasks in the CFETP. The time in training requirement for award of this skill level has been eliminated.

2.4. Superintendent Level Training.

2.3.4. Specialty Qualification:

2.3.4.1. Knowledge. Individuals must know medical service administrative techniques, anatomy and physiology, medical terminology, medical ethics, resource management, and management and supervision of personnel. Additionally, individuals at the Superintendent level should fully understand and be able to apply the principles of the United States Air Force Continuous Process Improvement (CPI). In addition, senior leaders at this level must know and effectively translate regulations and policies that govern the 4A0X1 career field, duties and programs across the Air Force Medical Service.

2.3.4.2. Training. Completion of duty position training requirements is mandatory for award of the 9-skill level.

2.3.4.3. Experience. Qualification in and possession of AFSC 4A071. Also, experience managing a health services management function, associated healthcare-related systems, and

personnel.

242. Training Sources/Resources. Qualification training is provided by certified trainers using appropriate local and other training materials. Use of exportable and contract training is encouraged when available.

243. Implementation. 9-skill level will be awarded upon promotion to SMSgt.

Section D - Resource Constraints

1. There are currently no resource constraints. This area is reserved.

Section E - Transitional Training

1. There are currently no transitional training requirements. This area is reserved.

PART II

Section A - Specialty Training Standard (STS)

1. Implementation. The STS will be used for technical training provided by METC for the 3-skill level Education and Training Apprentice course with the class beginning no earlier than October 2019. The 4A051 CDC need date (date the CDC should be available to the field) is 3 Mar 2020 with an activation date of 3 Mar 2020. The 4A071 CDC need date is 1 Jan 2020. All other portions are effective immediately upon publication.

2. Purpose. As prescribed in AFI 36-2651, *Air Force Training Program*, the STS:

2.1. In Column 1 (Task, Knowledge, and Technical Reference) lists the most common tasks, knowledge, and technical references (TR) necessary for airmen to perform duties in the 3, 5, and 7-skill level.

2.2. In Column 2 (Core Tasks) identifies the core task requirements. Core task requirements are met after individuals successfully complete the appropriate upgrade training for their skill level, the 3-skill level course (L8ABJ4A031 01AA, Health Services Management Apprentice Course), the entire 4A051 CDC and the entire 4A071 CDC.

2.3. In Column 3, is used to record completion of tasks and knowledge training requirements and is the certification for OJT. Use the automated AFTR to document technician qualifications.

2.4. Column 4 shows formal training and Career Development Course (CDC) requirements.

2.4.1. In Column 4A, requirements are listed for formal resident 3-skill level training.

2.4.2. In Columns 4B, and 4C, requirements are listed for CDCs for the 5-skill level and 7-skill level respectively. These columns indicate the proficiency level of training provided in a formal course and the CDC. Training for these tasks is achieved through OJT and completion of the appropriate CDC.

2.4.3. In Column 4D, CMRP tasks are identified with an “R”. Primary methods are web-based

training and frequency is on a 24-month cycle. Units are encouraged to incorporate hands-on training to supplement and verify proficiency.

3. Qualitative Requirements. Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.

3.1. The STS serves as a JQS for OJT when placed in AF Form 623, *Individual Training Record Folder*, and used according to AFI 36-2651. When used as a JQS, the following requirements apply:

3.1.1. Documentation. Document and certify completion of training in accordance with AFI 36-2651. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part 2 of the CFETP: Start Date, Training Completed, Trainee Initials, Trainer Initials, Certifier Initials (if applicable). An AFJQS may be used in lieu of Part II of the CFETP only upon approval of the AFCFM. NOTE: The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their career field.

3.1.2. Transcribing to new CFETP. Transcribing documentation to a new CFETP is an administrative function, not a re-evaluation of training. Upon publication of a new CFETP, transcribe IAW AFI 36-2651.

3.1.2.1. For tasks previously certified and still required in the current duty position, enter the current date in the completion column, trainee initials in the trainee column, and the current task certifier or supervisor/trainer initials in the trainer column.

3.1.2.2. For tasks previously certified but not required in the current duty position, transcribe only the previous certification dates (no initials). If the task later becomes required in the duty position, recertify using current dates and initials.

3.1.2.3. Annotate the AF Form 623a, (for example, —I certify the information contained in the CFETP dated XX was transcribed to the CFETP dated XX, and the trainee was given the superseded CFETP. Signed and dated by the supervisor and trainee).

3.1.3. Documenting Career Knowledge. When a CDC is not available, the supervisor identifies STS training references the trainee requires for career knowledge and ensures, at a minimum, the trainees cover mandatory items in the Enlisted Classification Directory. For two-time CDC course exam failures, See AFI 36-2651, *Air Force Training Program*, for specific instructions. NOTE: Career knowledge must be documented prior to submitting a CDC waiver.

3.1.4. Decertification. When an Airman is found to be unqualified on a task previously certified for his or her position, the supervisor utilizes the decertification feature found in AFTR. Then appropriate remarks are entered on the AF Form 623a, documenting the reason for decertification. See AFI 36-2651 for specific instructions.

3.1.5. Training Standard. Trainees are trained, evaluated, and certified to the go/no-go level. Go means the individual can perform the task without assistance and meets requirements for accuracy, timeliness, and correct use of procedures. Supervisors and superintendents will manage this process by assessing 4A051 qualifications.

3.1.5.1. Trainers must be recommended by their supervisors, qualified to perform the task being trained and have completed the AF Training Course.

3.1.5.2. Certifiers must be at least a Staff Sergeant, capable of evaluating the task being certified, be someone other than the trainer, and complete the Air Force Training Course. Possession of at least a 7-skill level is desired, but not required.

3.2. The Training Standard is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests are developed at the USAF Occupational Measurement Squadron by SNCOs with extensive practical experience in their career fields. Questions are based upon study references listed in the Enlisted Promotions References and Requirements Catalog. WAPS is only applicable to AD forces.

4. Recommendations. Identify inadequacies and recommend changes to this training standard through channels at 59 TRG/TGE, 2931 Harney Rd, Fort Sam Houston, Texas 78234-7674 or use the Customer Service Information Line (CSIL) at DSN 420-1080, commercial 210-808-1080, or email usaf.jbsa.937-trg.list.937-trg-tge@mail.mil to report your findings.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

DOROTHY A. HOGG
Lieutenant General, USAF, NC
Surgeon General

Attachments

STS: Health Service Management Specialty (4A0X1)

JQS: Aeromedical Evacuation (AE)

JQS: Medical Information Systems (MIS) IAT Level I

JQS: Medical Information Systems (MIS) IAT Level II

<i>This Block Is For Identification Purposes Only</i>		
Name Of Trainee		
Printed Name (Last, First, Middle Initial)	Initials (Written)	SSAN
Printed Name Of Certifying Official And Written Initials		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)
Explanations * A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b) ** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks. - This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC. X This mark is used alone in the course columns to show that training is required but not given due to limitations in resources. NOTE: All tasks and knowledge items shown with a proficiency code are trained during war time.		

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification for OJT						4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)							
	A	B	A	B	C	D	E	A	3-Skill Level		5-Skill Level		7-Skill Level		D	
	5 Level	7 Level	Tng Start	Tng Compl	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC	CMRP
GENERAL																
1. THE HEALTH SERVICES MANAGEMENT SPECIALTY TR: Career Field Education Training Plan (CFETP) for 4A0X1; Air Force Enlisted Classification Directory (AFECD); AFH 36-2618, The Enlisted Force Structure																
1.1. The 4A0X1 CFETP								A	-	-	-	-	-	-	-	
1.2. Duties for 4A0X1								A	-	-	-	-	-	-	-	
1.3. Progression in career ladder 4A0X1								A	-	-	-	-	-	B	-	
2. THE AIR FORCE MEDICAL SERVICE TR: AFI 38-101, Air Force Organization; AFI 41-104, Professional Board and National Certification Examinations; AFI 44-102, Medical Care Management; AFD 41-1, Healthcare Programs and Resources; AFD 44-1, Medical Operations																
2.1. USAF Medical Service								A	-	-	-	-	-	B	-	
2.2. Air Force Medical Treatment Facilities (MTFs)								A	-	-	-	-	-	B	-	
2.3. AFMS History								A	-	-	-	-	-	-	-	
2.4. Overview of AFMS Trusted Care								A	-	-	B	-	-	-	-	
2.5. Overview of Continuous Process Improvement (CPI) Management System								A	-	-	B	-	-	-	-	
3. MEDICAL TERMINOLOGY TR: The Dean Vaughn Learning System Applied to Medical Terminology 350 Learning Guide. Vaughn D. 3rd ed. 2004. Westwood, Mass: Damon Instructional Systems Division.																
3.1. Root words								A	-	-	-	-	-	-	-	R
3.2. Prefixes								A	-	-	-	-	-	-	-	R
3.3. Suffixes								A	-	-	-	-	-	-	-	R
3.4. Common diagnostic terms								-	-	-	-	-	-	-	-	R

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification for OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)							D CMRP
	A	B	A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level			
	5 Level	7 Level	Tng Start	Tng Compl	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC		
4. ANATOMY AND PHYSIOLOGY TR: Gray, Henry, and Henry V. Carter. Gray's Anatomy: Descriptive and Surgical. Gray H. & Carter H. V. 2011. Cosimo Classics.															
4.1. Major body systems								A	-	-	-	-	-	R	
4.2. Major body organs								A	-	-	-	-	-	R	
4.3. Anatomical relationships								A	-	-	-	-	-	R	
5. INTERPERSONAL RELATIONS TR: AFH-1, The Airman Handbook															
5.1. Practice exceptional customer service skills								b	-	-	-	-	-	-	
5.2. Effective communication								-	-	-	B	-	-	-	
6. OFFICIAL COMMUNICATIONS TR: AFH 33-337, The Tongue and Quill; AFMAN 33-326, Preparing Official Communications															
6.1. Prepare draft correspondence								-	-	-	b	-	c	-	
6.2. Finalize official correspondence								-	-	-	b	-	c	-	
6.3. Complete distribution process								-	-	-	b	-	c	-	
7. SELF-INSPECTION PROGRAM TR: AFI 44-119, Medical Quality Operations; AFI 90-201, The Air Force Inspection System								-	-						
7.1. Self-inspection program and applicable systems								-	-	-	A	-	B	-	
8. PRIVACY ACT/FREEDOM OF INFORMATION ACT (FOIA) TR: DoD 5400.11-R, Department of Defense Privacy Program; AFI 33-332, Air Force Privacy and Civil Liberties Program															
8.1. Privacy act/freedom of information act (FOIA)								A	-	-	B	-	-	-	
9. ARMED FORCES HEALTH LONGITUDINAL TECHNOLOGY APPLICATION - THEATER (AHLTA-T)/(TMIP) TR: AHLTA-T and TC2 User Manuals															
9.1. Overview of TMIP								A	-	-	-	-	-	-	

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification for OJT						4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)							
	A	B	A	B	C	D	E	A	3-Skill Level		5-Skill Level		7-Skill Level		D	
	5	7	Tng	Tng	Trainee	Trainer	Certifier	(1)	(2)	(1)	(2)	(1)	(2)	(1)	(2)	CMRP
	Level	Level	Start	Compl	Initials	Initials	Initials	Course	CDC	Course	CDC	Course	CDC	Course	CDC	
9.2. Utilize Theater Medical Information Program (TMIP)								-	-	-	-	-	-	-	-	R
HEALTH CARE OPTIMIZATION																
10. POPULATION HEALTH TR: AFI 44-173, Population Health; AFI 44-176, Access to the Care Continuum																
10.1. Basic Facts of Population Health								A	-	-	-	-	-	B	-	
10.2. Critical Success Factors of Population Health																
10.2.1. Demand Management								-	-	-	-	-	-	B	-	
10.2.2. Capacity Management								-	-	-	-	-	-	B	-	
10.3. Roles and Responsibilities								A	-	-	B	-	-	-	-	
11. ACCESS TO CARE (ATC), SCHEDULING AND APPOINTING, AND PROVIDER TEMPLATE TR: AFI 41-210, Tricare Operations and Patient Administration Functions; AFI 48-123, Medical Examinations and Standards; AFI 44-171, Patient Centered Medical Home Operations; AFI 44-176, Access to the Care Continuum																
11.1. TRICARE ATC Standards								A	-	-	B	-	-	-	-	
11.2. TRICARE ATC Categories								A	-	-	B	-	-	-	-	
11.3. Priority of Care								A	-	-	-	-	-	-	-	
11.4. Patient Category Status								A	-	-	-	-	-	-	-	
11.5. Scheduling Administration								-	-	-	A	-	B	-	-	
11.6. Schedule Appointments Utilizing ATC Standards								1a	-	-	c	-	-	-	-	
11.7. Prepare Provider Templates								1a	-	-	b	-	-	-	-	
11.8. Provider Template Changes								A	-	-	-	-	B	-	-	
12. RECEPTION DESK TR: AFI 44-171, Patient Centered Medical Home Operations																
12.1. Check Patients into Clinic using Automated Systems								1a	-	-	b	-	-	-	-	
12.2. Verify Patient Demographics								1a	-	-	b	-	-	-	-	
12.3. Update Patient Demographics								1a	-	-	b	-	-	-	-	

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification for OJT						4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)							
	A	B	A	B	C	D	E	A	3-Skill Level		5-Skill Level		7-Skill Level		D	
	5 Level	7 Level	Tng Start	Tng Compl	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC	CMRP
12.4. Verify Other Health Insurance								1a	-	-	b	-	-	-	-	
12.5. Update Other Health Insurance								1a	-	-	b	-	-	-	-	
12.6. Verify Injury/Accident Information								a	-	-	b	-	-	-	-	
12.7. Convalescent leave								A	-	-	-	-	-	-	-	
12.8. Generate Provider Roster								1a	-	-	b	-	-	-	-	
12.9. Display Patient Appointments								1a	-	-	b	-	-	-	-	
12.10. Accomplish End-of-Day Processing								1a	-	-	b	-	-	-	-	
12.11. Request Patient Record								1a	-	-	b	-	-	-	-	
12.12. Verify sensitive duty status								a	-	-	b	-	-	-	-	
12.13. Recharge Patient Record								1a	-	-	b	-	-	-	-	
13. CODING TR: DoDI 6040.42, Management Standards for Medical coding of DoD Health Records; MHS Professional and Specialty Coding Guidelines.																
13.1. Coding Manuals								A	-	-	-	-	-	B	-	
13.2. Coding Taxonomy								A	-	-	-	-	-	B	-	
13.3. Coding Patient Encounters								A	-	-	-	-	-	B	-	
14. HEALTH INFORMATICS TR: DODI 6040.40, Military Health System Data Quality Management Control Procedures; DODI 6040.42, Management Standards for Medical coding of DoD Health Records; AFI 44-176, Access to the Care Continuum																
14.1. ATC Reports								A	-	-	-	-	-	B	-	
14.2. Utilize ATC Report/Tool								-	-	-	-	-	-	c	-	
14.3. TRICARE Operations Center Tools								-	-	-	A	-	-	B	-	
14.4. Biometrics Data Quality Assurance Service (BDQAS)								-	-	-	A	-	-	B	-	
14.5. Admission (ADM) Completion Reports and Compliance								A	-	-	-	-	-	B	-	
14.6. Retrieve business data from Automated Systems								-	-	-	-	-	-	b	-	

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification for OJT						4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)							
	A	B	A	B	C	D	E	A	3-Skill Level		5-Skill Level		7-Skill Level		D	
	5 Level	7 Level	Tng Start	Tng Compl	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC	CMRP
14.7. Verify business data from Automated Systems								-	-	-	-	-	-	b	-	
TRICARE OPERATIONS AND PATIENT ADMINISTRATION (TOPA)																
15. TRICARE HEALTH PLAN TR: AFI 41-210, Tricare Operations and Patient Administration Functions																
15.1. Evolution of TRICARE								A	-	-	B	-	-	-	-	
15.2. TRICARE Program Features								A	-	-	B	-	-	-	-	
15.3. TRICARE On-line Operations								A	-	-	-	-	-	B	-	
15.4. Assist beneficiaries with TRICARE benefits								-	-	-	b	-	-	-	-	
15.5. Assist beneficiaries with TRICARE patient travel								-	-	-	b	-	-	c	-	
15.6. National Defense Authorization Act (NDAA) benefit changes								-	-	-	-	-	-	A	-	
16. BENEFICIARY COUNSELING ASSISTANCE COORDINATOR (BCAC) TR: AFI 41-210, Tricare Operations and Patient Administration Functions																
16.1. Roles and Responsibilities of BCAC								A	-	-	-	-	-	B	-	
16.2. TRICARE marketing								-	-	-	A	-	-	-	-	
17. DEBT COLLECTION ASSISTANCE OFFICER (DCAO) TR: AFI 41-210, Tricare Operations and Patient Administration Functions																
17.1 Debt collection assistance officer (DCAO)								A	-	-	-	-	-	B	-	
18. HEALTH PLAN ANALYSIS TR: AFI 41-210, Tricare Operations and Patient Administration Functions																
18.1. Data driven decisions								-	-	-	A	-	-	-	-	
18.2. Sources of health plan information								-	-	-	A	-	-	B	-	
18.3. Resource Sharing																
18.3.1. Veterans Administration agreements								-	-	-	A	-	-	B	-	
18.3.2. Managed Care agreements								-	-	-	A	-	-	B	-	

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification for OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)							
	A	B	A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level		D	
	5 Level	7 Level	Tng Start	Tng Compl	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC	CMRP	
18.3.3. Other local support contractor agreements								-	-	-	A	-	B	-	
19. MEDICAL PROCESSING TR: AFI 41-210, Tricare Operations and Patient Administration Functions															
19.1. In-processing functions								A	-	-	-	-	-	-	
19.2. Out-processing functions								A	-	-	-	-	-	-	
19.3. Conduct medical in-processing for all beneficiaries								b	-	-	-	-	-	-	
19.4. Conduct medical out-processing for all beneficiaries								b	-	-	-	-	-	-	
20. OVERALL OUTPATIENT HEALTH RECORDS MANAGEMENT TR: DODI 6040.45, DoD Health Record Life Cycle Management; AFI 33-364, Records Disposition—Procedures and Responsibilities; AFI 41-210, Tricare Operations and Patient Administration Functions; AFMAN 33-363, Management of Records; Medical Record Tracking, Retirement and Retrieval (MRTR2) User Guide															
20.1. Prepare outpatient medical records	5							2b	-	-	c	-	-	-	
20.2. Maintain outpatient medical records	5							2b	-	-	c	-	-	-	
20.3. Records retirement								A	-	-	B	-	-	-	
20.4. Complete outpatient records retirement process								-	-	-	b	-	c	-	
20.5. Perform quality control for Medical records management								2b	-	-	-	-	c	-	
20.6. Health Record Review Committee/Functions								A	-	-	-	-	B	-	
20.7. DoD policy on custody and control of medical records								A	-	-	B	-	-	-	
21. PERFORM DUTIES ASSOCIATED WITH OUTPATIENT RECORDS TR: AFIs 33-364, Records Disposition—Procedures and Responsibilities; AFI 41-210, Tricare Operations and Patient Administration Functions; AFMAN 33-363, Management of Records; Medical Record Tracking, Retirement and Retrieval (MRTR2) User Guide															

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification for OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)							
	A	B	A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level		D	
	5	7	Tng	Tng	Trainee	Trainer	Certifier	(1)	(2)	(1)	(2)	(1)	(2)	CMRP	
	Level	Level	Start	Compl	Initials	Initials	Initials	Course	CDC	Course	CDC	Course	CDC		
21.1. In-processing functions								A	-	-	B	-	-	-	
21.2. Perform In-processing functions								2b	-	-	-	-	-	-	
21.3. Out-processing functions								A	-	-	B	-	-	-	
21.4. Perform Out-processing functions								2b	-	-	-	-	-	-	
21.5. Retrieve diagnostic reports								2b	-	-	-	-	-	-	
21.6. Perform annual inventory functions								2b	-	-	-	-	c	-	
21.7. Research medical documents								2b	-	-	c	-	-	-	
21.8. File medical documents								2b	-	-	c	-	-	-	
21.9. Distribute medical documents								2b	-	-	c	-	-	-	
21.10. Perform medical record tracking functions								2b	-	-	c	-	-	-	
21.11. Conduct Search for Misplaced Records	5							2b	-	-	c	-	-	-	
21.12. Electronic Health Record System								A	-	-	B	-	-	-	
21.13. Electronic Repository															
21.13.1. Electronic Repository Fundamentals								A	-	-	-	-	-	-	
21.13.2. Scan/Upload Artifacts & Images into electronic repository	5							2b	-	-	c	-	-	-	
22. SERVICE TREATMENT RECORD (STR) TR: AFI 41-210, Tricare Operations and Patient Administration Functions; DODI 6040.45, DoD Health Record Life Cycle Management; DHA IPM 18-018, Physical Custody and Control of the DoD Health Record															
22.1. STR disposition processing								A	-	-	B	-	B	-	
22.2. Perform STR process functions	5							2c	-	-	c	-	-	-	
23. RELEASE OF INFORMATION AND HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) TR: DoD 6025.18-R, DoD Health Information Privacy Regulation; AFI 41-210, Tricare Operations and Patient Administration Functions; AFI 33-332, Air Force Privacy and Civil Liberties Program															

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification for OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)							
	A	B	A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level		D	
	5	7	Tng	Tng	Trainee	Trainer	Certifier	(1)	(2)	(1)	(2)	(1)	(2)	CMRP	
	Level	Level	Start	Compl	Initials	Initials	Initials	Course	CDC	Course	CDC	Course	CDC		
23.1. Release of information								A	-	-	B	-	-	-	
23.2. HIPAA fundamentals								A	-	-	B	-	-	-	
23.3. Utilize Protected Health Information Management Tool (PHIMT)	5							a	-	-	b	-	-	-	
23.4. Perform sequestered medical records functions								-	-	-	b	-	c	-	
24. REFERRAL MANAGEMENT TR: AFI 41-210, Tricare Operations and Patient Administration Functions; AFMAN 33-363, Management of Records; AFI 44-176, Access to the Care Continuum															
24.1. Referral management								A	-	-	B	-	-	-	
24.2. Verify contact information on consults								-	-	-	-	-	-	-	
24.3. Track referrals								a	-	-	b	-	-	-	
24.4. Attach supplementary documentation to referrals								a	-	-	b	-	-	-	
24.5. Referral instructions to beneficiaries.								A	-	-	-	-	-	-	
25. ELIGIBILITY AND PATIENT REGISTRATION. TR: AFI 41-210, Tricare Operations and Patient Administration Functions; DoDD 6010.04, Healthcare for Uniformed Services Members and Beneficiaries; AFI 36-3026V1 IP, Identification Cards for Members of the Uniformed Services, Their Family Members and Other Eligible Personnel															
25.1. Verify Eligibility	5							2b	-	-	c	-	-	-	
25.2. Register patients (Mini/Full)	5							2b	-	-	c	-	-	R	
25.3. Manage patient registration access								-	-	-	-	-	c	-	
26. MEDICAL EVALUATION BOARDS (MEB). TR: DTM 11-015, Integrated Disability Evaluation system (IDES); AFI 10-203, Duty Limiting Conditions; AFI 36-3212, Physical Evaluation for Retention, Retirement, and Separation; AFI 41-210, Tricare Operations and Patient Administration Functions; AFI 48-123, Medical Examinations and Standards															

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification for OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)						
	A	B	A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level		D
	5	7	Tng	Tng	Trainee	Trainer	Certifier	(1)	(2)	(1)	(2)	(1)	(2)	CMRP
	Level	Level	Start	Compl	Initials	Initials	Initials	Course	CDC	Course	CDC	Course	CDC	
26.1. Medical Board Overview								A	-	-	-	-	B	-
26.2. MEB technician responsibilities								A	-	-	-	-	B	-
26.3. Physical Evaluation Board Liaison Officer (PEBLO) responsibilities								A	-	-	-	-	B	-
26.4. Integrated Disability Evaluation System (IDES) Overview								A	-	-	-	-	B	-
26.5. MEB/IDES Tracking Log Functions (Veteran's Tracking Application (VTA))								A	-	-	-	-	B	-
26.6. Perform Medical Board procedures								-	-	-	-	-	-	-
26.7. Review in-lieu of (RILO) board								-	-	-	-	-	B	-
26.8. Perform RILO board procedures								-	-	-	-	-	c	-
26.9. Temporary Disability Retirement List (TDRL)								-	-	-	-	-	B	-
26.10. Perform TDRL procedures								-	-	-	-	-	c	-
26.11. Permanent Disability Retirement List (PDRL)								-	-	-	-	-	B	-
26.12. Perform PDRL procedures								-	-	-	-	-	c	-
26.13. Assignment Limitation Code C (ALC-C)								-	-	-	-	-	B	-
26.14. PCS waiver														
26.14.1. Fitness For Duty								-	-	-	-	-	B	-
26.14.2. ALC-C Fast Track								-	-	-	-	-	B	-
26.14.3. Perform ALC-C procedures								-	-	-	-	-	c	-
26.14.4. Deployment Availability Working Group (DAWG)								-	-	-	-	-	B	-
27. AIRMAN MEDICAL TRANSITION UNIT (AMTU) TR: AFI 41-210, Tricare Operations and Patient Administration Functions														
27.1. Airman Medical Transition Unit (AMTU)								A	-	-	-	-	B	-
28. PERFORM LINE OF DUTY (LOD) DETERMINATIONS PROCEDURES TR: AFI 36-2910, Line of Duty (Misconduct) Determination; AFI 41-210, Tricare Operations and Patient Administration Functions														

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification for OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)							
	A	B	A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level		D	
	5	7	Tng	Tng	Trainee	Trainer	Certifier	(1)	(2)	(1)	(2)	(1)	(2)	CMRP	
	Level	Level	Start	Compl	Initials	Initials	Initials	Course	CDC	Course	CDC	Course	CDC		
28.1. Perform line of duty (LOD) determinations procedures								a	-	-	b	-	c	R	
29. MANAGE SECRETARIAL DESIGNEE PROGRAM TR: AFI 41-210, Tricare Operations and Patient Administration Functions															
29.1. Manage secretarial designee program								a	-	-	b	-	c	-	
30. EXCEPTIONAL FAMILY MEMBER PROGRAM TR: AFI 41-210, Tricare Operations and Patient Administration Functions; AFI 40-701, Medical Support to Family Member Relocation and Exceptional Family Member Program (EFMP)															
30.1. Family Member Relocation Clearance Coordinator (FMRCC)								A	-	-	-	-	B	-	
30.2. Facility Determination Inquiries (FDI)								A	-	-	-	-	B	-	
30.3. Perform Facility Determination Inquiries (FDI)								-	-	-	-	-	b	-	
30.4. Assignment Limitation Code Q								-	-	-	-	-	B	-	
30.5. Perform Assignment Limitation Code Q procedures								-	-	-	-	-	b	-	
30.6. Perform web based tool functions								-	-	-	-	-	b	-	
31. CASUALTY REPORTING AND PROCEDURES RELATING TO DECEASED PATIENTS TR: AFI 36-3002, Casualty Services; AFI 41-210, Tricare Operations and Patient Administration Functions															
31.1. Casualty Assistance Liaison (CAL) responsibilities								A	-	-	-	-	B	R	
31.2. Process AF Form 570, Notification of Patient’s Medical Status								1a	-	-	-	-	b	R	
31.3. Perform Casualty Status notifications								1a	-	-	-	-	b	R	
31.4. Prepare Seriously Ill/Very Seriously Injured (SI/VSI) roster								1a	-	-	b	-	-	R	
31.5. Manage SI/VSI roster								1a	-	-	b	-	-	R	
31.6. Process death package								a	-	-	b	-	-	R	

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification for OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)						
	A	B	A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level		D
	5 Level	7 Level	Tng Start	Tng Compl	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC	CMRP
32. WARTIME MORTUARY AFFAIRS TR: AFI 34-501, Mortuary Affairs Program; AFH 10-247 V4, Guide to Services Contingency Planning: Mortuary Affairs Search and Recovery; JP 4-06, Mortuary Affairs														
32.1. Liaison for Mortuary Affairs Operations								-	-	-	B	-	-	R
32.2. Assist with Remains Processing								-	-	-	b	-	-	R
32.3. Assist with Disposition Processing								-	-	-	b	-	-	R
33. JOINT INCENTIVE FUND TR: AFI 41-126, Department of Defense/Veterans Affairs Health Care Resource Sharing Program; National Defense Authorization Act (NDAA)														
33.1. Joint incentive fund								-	-	-	-	-	B	-
34. WOUNDED WARRIOR PROGRAM TR: Policy Memorandum on Implementing Disability-Related Provisions of the NDAA 2008; Policy Memorandum-Notification to Congress of Hospitalization of Combat Wounded Members; DTM 11-015, Integrated Disability Evaluation system (IDES)														
34.1. Wounded warrior program								-	-	-	B	-	-	-
35. DUTIES ASSOCIATED WITH INPATIENT RECORDS TR: AFIs 33-364, Records Disposition—Procedures and Responsibilities; AFI 41-210, Tricare Operations and Patient Administration Functions; AFMAN 33-363, Management of Records; Medical Record Tracking, Retirement and Retrieval (MRTR2) User Guide														
35.1. Track medical records using automated systems								1a	-	-	b	-	-	-
35.2. Extended ambulatory records management								-	-	-	A	-	B	R
35.3. Inpatient Health Records Management														
35.3.1. Perform inpatient records disposition procedures								-	-	-	b	-	-	R
35.3.2. Prepare inpatient medical records								1a	-	-	b	-	-	R

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification for OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)							D CMRP
	A	B	A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level			
	5 Level	7 Level	Tng Start	Tng Compl	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC		
35.3.3. Maintain inpatient medical records								1a	-	-	b	-	-	R	
35.3.4. Inpatient records retirement process								A	-	-	B	-	-	R	
35.3.5. Complete inpatient records retirement process								-	-	-	b	-	c	R	
35.3.6. Perform quality control of Inpatient medical records management								2b	-	-	-	-	c	R	
36. ADMISSIONS PROCESS TR: AFI 41-210, Tricare Operations and Patient Administration Functions; AFI 44-102, Medical Care Management															
36.1. Perform admission functions								1a	-	-	-	-	-	R	
36.2. Perform transfer functions								1a	-	-	-	-	-	R	
36.3. Notify appropriate agencies								a	-	-	b	-	-	R	
36.4. Prepare admission reports								1a	-	-	-	-	-	R	
36.5. Verify admission reports								1a	-	-	-	-	-	R	
37. DISPOSITION PROCESS TR: AFI 41-210, Tricare Operations and Patient Administration Functions								-	-	-	-	-	-		
37.1. Perform disposition functions								1a	-	-	-	-	-	R	
37.2. Prepare disposition reports								1a	-	-	-	-	-	R	
37.3. Verify disposition reports								1a	-	-	-	-	-	R	
38. BIRTH REGISTRATIONS TR: AFI 41-210, Tricare Operations and Patient Administration Functions															
38.1. Birth Registration in CONUS								-	-	-	B	-	-	-	
38.2. Birth Registration in OCONUS								-	-	-	B	-	-	-	
AEROMEDICAL EVACUATION															
39. AEROMEDICAL EVACUATION (AE) PATIENT MOVEMENT TR: AFI 48-307 V1, En Route Care and Aeromedical Evacuation Medical Operations															
39.1. Patient movement process								A	-	-	B	-	-	R	
39.2. Patient classification and precedence								A	-	-	-	-	-	R	

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification for OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)							
	A	B	A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level		D	
	5 Level	7 Level	Tng Start	Tng Compl	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC	CMRP	
39.3. Prepare mission documentation (DD Forms 601, 602, etc.)								1a	-	-	b	-	-	R	
39.4. Initiate patient movement requests (PMR)								1a	-	-	b	-	-	R	
39.5. Perform anti-hijacking procedures for patients								1a	-	-	b	-	-	R	
39.6. Perform anti-hijacking procedures for baggage								1a	-	-	b	-	-	R	
39.7. Patient Movement Requirement Centers								A	-	-	B	-	-	R	
39.8. 9 Line Medevac Request Form								A	-	-	-	-	-	R	
40. RESERVED								-	-	-	-	-	-	-	
RESOURCE MANAGEMENT															
41. RESOURCE MANAGEMENT OPERATIONS TR: AFMAN 41-120, Medical Resource Management Operations															
41.1. Resource management operations								A	-	-	-	-	-	-	
42. FINANCIAL MANAGEMENT AND BUDGETING TR: DoD 7000.14 V1-15, Department of Defense Financial Management Regulation (FMRS); DoDD 7045.14, The Planning, Programming, Budgeting, and Execution (PPBE) Process; AFMAN 41-120, Medical Resource Management Operations; AFI 65-601 V1, Budget Guidance and Procedures; AFI 65-601 V2, Budget Management for Operations; AFI 65-601 V3, The Air Force Budget Corporate Process; DFAS-DE 7010.1-R, General Accounting and Finance Systems at Base level															
42.1. Planning, Programming, & Budgeting Execution (PPBE)															
42.1.1. PPBE objective								-	-	-	-	-	B	-	
42.1.2. Future Year Defense Program (FYDP) objective								-	-	-	-	-	B	-	

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification for OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)							
	A	B	A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level		D	
	5 Level	7 Level	Tng Start	Tng Compl	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC	CMRP	
42.2. Medical Budget TR: DoD 7000.14 V2B (Chap 12), Department of Defense Financial Management Regulation (FMRS); AFI 65-601 V1, Budget Guidance and Procedures; AFI 65-601 V2, Budget Management for Operations; AFI 65-601 V3, The Air Force Budget Corporate Process															
42.2.1. Plan the medical budget								-	-	-	b	-	c	-	
42.2.2. Manage the medical budget								-	-	-	b	-	c	-	
42.2.3. Formulate Budget								-	-	-	b	-	c	-	
42.2.4. Accounting classification structure (BAG, PEC, RC/CC, and EEIC)								-	-	-	A	-	B	-	
42.3. Accounting Principles TR: DFAS-DE 7010.1-R, General Accounting and Finance Systems at Base Level, chapters 18, 19, 20, and 21															
42.3.1. Commitments								-	-	-	A	-	B	-	
42.3.2. Undelivered Orders Outstanding (UOO)								-	-	-	A	-	B	-	
42.3.3. Accrued Expenditures Unpaid (AEU)								-	-	-	A	-	B	-	
42.3.4. Accrued Expenditures Paid (AEP)								-	-	-	A	-	B	-	
42.4. Funds Distribution TR: AFI 65-601 V1, Budget Guidance and Procedures, chapter 5; AFI 65-601 V2, Budget Management for Operations, chapters 2-7 and 14															
42.4.1. Total Obligation Authority (TOA)								-	-	-	A	-	B	-	
42.4.2. Initial Distribution Process								-	-	-	A	-	B	-	
42.4.3. Annual Funding								-	-	-	A	-	B	-	
42.4.4. Quarterly Funding								-	-	-	A	-	B	-	
42.4.5. Continuing Resolution Act (CRA)								-	-	-	A	-	B	-	

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification for OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)							
	A	B	A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level		D	
	5	7	Tng	Tng	Trainee	Trainer	Certifier	(1)	(2)	(1)	(2)	(1)	(2)	CMRP	
	Level	Level	Start	Compl	Initials	Initials	Initials	Course	CDC	Course	CDC	Course	CDC		
42.5. Budget Execution DoD TR: DoD 7000.14 V3, Department of Defense Financial Management Regulation (FMRS); AFI 36-502, Managing Civilian Personnel Resources; DFAS-DE 7010.1-R, General Accounting and Finance Systems at Base Level, chapter 27; DFAS 7220.4-I, Tri-Annual Review Program															
42.5.1. Determine Status of Funds								-	-	-	-	-	b	-	
42.5.2. Track Reimbursements								-	-	-	a	-	b	-	
42.5.3. Civilian Pay								-	-	-	-	-	B	-	
42.5.4. Perform End-of-year close-out activities								-	-	-	a	-	b	-	
42.5.5. Manage Prior Year Funds								-	-	-	a	-	b	-	
42.5.6. Perform Tri-Annual Review of Obligations								-	-	-	a	-	b	-	
42.6. Financial Management System Products TR: AFMAN 41-120, Medical Resource Management Operations															
42.6.1. Financial documents (MORDS, MIPRS, AF Form 9, and AF Form 616)								-	-	-	A	-	B	-	
42.6.2. Financial Reports (OBL, ODL, STH, Budget execution)								-	-	-	A	-	B	-	
42.6.3. Utilize Defense Medical Logistics Standard Support (DMLSS)								-	-	-	a	-	b	-	
42.6.4. Business Objects Reports								-	-	-	A	-	B	-	
42.6.5. Open Document List (ODL)								-	-	-	A	-	B	-	
42.6.6. Selective Transaction History (STH) List								-	-	-	A	-	B	-	
42.7. Cost Center Manager (CCM) Program TR: AFMAN 41-120, Medical Resource Management Operations															
42.7.1. Conduct initial CCM training								-	-	-	-	-	a	-	
42.7.2. Conduct recurring CCM training								-	-	-	-	-	a	-	
42.7.3. Perform CCM analysis of expenses								-	-	-	-	-	c	-	
42.7.4. Update CCM Guide								-	-	-	-	-	a	-	

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification for OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)						
	A	B	A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level		D
	5	7	Tng	Tng	Trainee	Trainer	Certifier	(1)	(2)	(1)	(2)	(1)	(2)	CMRP
	Level	Level	Start	Compl	Initials	Initials	Initials	Course	CDC	Course	CDC	Course	CDC	
42.8. Uniform Business Office (UBO) TR: DoD 7000.14, Department of Defense Financial Management Regulation (FMRS); AFMAN 41-120, Medical Resource Management Operations; DHA-PM 6015.01 Military Medical Treatment Facility (MTF) Uniform Business Office (UBO) Operations														
42.8.1. Compliance Program								-	-	-	A	-	-	-
42.8.2. Third Party Collection (TPC) Program Quarterly Reporting								-	-	-	A	-	-	-
42.8.3. TPC Program Annual Reporting								-	-	-	A	-	-	-
42.8.4. Purpose of Medical Service Account (MSA)								A	-	-	B	-	-	-
42.8.5. Perform control accounts receivable								-	-	-	b	-	-	-
42.8.6. Deposit funds								-	-	-	b	-	-	-
42.8.7. Determine rate								-	-	-	b	-	-	-
42.8.8. Determine billing activities								-	-	-	b	-	-	-
42.8.9. Determine collection activities								-	-	-	b	-	-	-
42.8.10. Utilize MSA Reports								-	-	-	b	-	c	-
42.8.11. Overseas pay patients								-	-	-	A	-	-	-
42.8.12. Foreign Government Pay Patients								-	-	-	A	-	-	-
42.9. Medical Affirmative Claims TR: AFMAN 41-120, Medical Resource Management Operations; DHA-PM 6015.01 Military Medical Treatment Facility (MTF) Uniform Business Office (UBO) Operations														
42.9.1. AF Form 1488, Daily Log of Patients Treated for Injuries.								A	-	-	-	-	-	-
42.9.2. Process AF Form 1488, Daily Log of Patients Treated for Injuries.								-	-	-	-	-	-	-
42.9.3. AF Form 438, Medical Care Third Party Liability Notification.								A	-	-	-	-	-	-
42.9.4. Maintain AF Form 438, Medical Care Third Party Liability Notification.								-	-	-	-	-	-	-
42.9.5. Quarterly reconciliation process								-	-	-	B	-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification for OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)							
	A	B	A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level		D	
	5	7	Tng	Tng	Trainee	Trainer	Certifier	(1)	(2)	(1)	(2)	(1)	(2)	CMRP	
	Level	Level	Start	Compl	Initials	Initials	Initials	Course	CDC	Course	CDC	Course	CDC		
43. BUSINESS PLAN TR: AFMAN 41-120, Medical Resource Management Operations; Medical Planning and Programming Guidance (MPPG); DQ Team User’s Guide (TUG)															
43.1. Components of the Business plan								-	-	-	A	-	B	-	
43.2. Create Resource Allocation Programing Information Data System (RAPIDS) slide								-	-	-	-	-	b	-	
44. INFORMATICS/DATA QUALITY (DQ) TR: DODI 6040.40, Military Health System Data Quality Management Control Procedures															
44.1. Data Quality								-	-	-	A	-	B	-	
44.2. Prepare Data Quality (DQ) statement								-	-	-	a	-	b	-	
45. MEDICAL EXPENSE AND PERFORMANCE REPORTING SYSTEM (MEPRS) TR: DoD 6010.13M, Medical Expense and Performance Reporting System for Fixed Military Medical and Dental Treatment Facilities Manual; AFI 41-102, Air Force Medical Expense and Performance Reporting System (MEPRS) for Fixed Military Medical and Dental Treatment Facilities; EAS User’s Manual															
45.1. MEPRS								A	-	-	B	-	-	-	
45.2. MEPRS Coding Structure								A	-	-	B	-	-	-	
45.3. Collect MEPRS data								-	-	-	b	-	-	-	
45.4. Process MEPRS data								-	-	-	b	-	-	-	
45.5. MEPRS reports								-	-	-	A	-	B	-	
45.6. Expense Assignment System (EAS) repository								A	-	-	B	-	-	-	
45.7. Defense Medical Human Resource System internet (DMHRSi)								A	-	-	-	-	-	-	
45.8. Utilize Defense Medical Human Resource System internet (DMHRSi)								-	-	-	b	-	-	-	
45.9. Interfacing workload systems								-	-	-	A	-	-	-	
45.10. Review Worldwide Workload Report (WWR)								-	-	-	-	-	-	-	

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification for OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)						
	A	B	A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level		D
	5 Level	7 Level	Tng Start	Tng Compl	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC	CMRP
46. MANPOWER TR: DoDD 7045.14, The Planning, Programming, Budgeting, and Execution (PPBE) Process; AFPD 38-2, Manpower; AFI 10-401, Air Force Operations Planning and Execution; AFI 36-2101, Classifying Military Personnel (Officer and Enlisted); AFI 38-101, Air Force Organization; AFI 38-201, Management of Manpower Requirements and Authorizations; AFI 38-204, Programming USAF Manpower; Air Force Medical Service Flight Path; Medical Planning and Programming Guidance (MPPG)														
46.1. AFMS Flight Path								-	-	-	A	-	B	-
46.2. AFMS Corporate Structure								-	-	-	A	-	B	-
46.3. Unit Manpower Document (UMD) (i.e. Authorization Change Request, Organization Change Request, Career Progression Group, Zero Balance Transfer, Manpower Change Request)								-	-	-	A	-	B	-
46.4. Perform UMD reconciliation		7						-	-	-	a	-	c	-
46.5. Perform UPMR reconciliation		7						-	-	-	a	-	c	-
46.6. Process Manning Assistance Requests (Active Duty, IMA, Reserve, Guard)		7						-	-	-	a	-	c	-
46.7. Process Manpower Validation Process (MVP) Requests (Overseas Contingency Operations (OCO) Requests, Non-POM Contract)		7						-	-	-	a	-	c	-
46.8. Program Objective Memorandum (POM)								-	-	-	A	-	B	-
46.9. Manpower Planning & Programming Tool (MPPT)								-	-	-	A	-	B	-
46.10. Manpower Standards								-	-	-	A	-	B	-
47. PATIENT VALUABLES AND WEAPONS TR: DoD 6010.15-M, Military Treatment Facility Uniform Business Office (UBO) Manual														
47.1. Secure patient valuables								-	-	-	-	-	-	R
47.2. Secure patient weapons								-	-	-	-	-	-	R

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification for OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)						
	A	B	A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level		D
	5 Level	7 Level	Tng Start	Tng Compl	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC	CMRP
48. SUPPORT AGREEMENTS (MOU/MOA) TR: AFI 25-201, Intra-Service, Intra-Agency and Inter-Agency Support Agreement Procedures														
48.1. Support agreements (MOU/MOA)								-	-	-	A	-	B	-
HEALTH INFORMATION TECHNOLOGY														
49. HEALTH INFORMATION TECHNOLOGY TR: AFMAN 17-1203, Information Technology (IT) Asset Management (ITAM); AFMAN 17-1303, Cybersecurity Workforce Improvement Program; DoDD 8140.01, Cyberspace Workforce Management; DoD 8570.01-M, Information Assurance Workforce Improvement Program														
49.1. Information systems and management														
49.1.1. Medical automated applications								A	-	-	B	-	-	-
49.1.2. Inventory procedures														
49.1.2.1. Perform hardware inventory procedures	5							-	-	-	b	-	-	-
49.1.2.2. Perform software inventory procedures								-	-	-	b	-	-	-
49.1.2.3. Provide end user device lifecycle management support								-	-	-	b	-	-	-
49.1.3. Basic network components								A	-	-	B	-	-	-
49.1.4. Basic Hardware components								A	-	-	B	-	-	-
49.2. I.T. Certification Requirements								-	-	-	A	-	-	-
49.3. Publish CAC certificates								-	-	-	-	-	-	-
50. RESERVED														
51. RESERVED														
52. RESERVED														

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification for OJT						4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)							
	A	B	A	B	C	D	E	A	3-Skill Level		5-Skill Level		7-Skill Level		D	
	5	7	Tng	Tng	Trainee	Trainer	Certifier	(1)	(2)	(1)	(2)	(1)	(2)	(1)	(2)	CMRP
	Level	Level	Start	Compl	Initials	Initials	Initials	Course	CDC	Course	CDC	Course	CDC	Course	CDC	
53. THEATER MEDICAL INFORMATION PROGRAM-JOINT (TMIP-J) IN THE DEPLOYED ENVIRONMENT TR: AFMS Knowledge Exchange - Theater Medical Information Program - Air Force (TMIP-AF)																
53.1. Theater Medical Information Program-Joint (TMIP-J) in the Deployed Environment								-	-	-	A	-	-	-	-	-
54. CYBER SECURITY TR: DoDI 8510.01, Risk Management Framework (RMF) for DoD Information Technology (IT); AFI 17-101, Risk Management Framework (RMF) for Air Force Information Technology (IT); AFI 17-130, Cybersecurity Program Management																
54.1. Information System Security and User/System Accreditation. Risk Management Framework (RMF Process)								-	-	-	-	-	-	A	-	-
54.2. Vulnerability Assessment								-	-	-	-	-	-	A	-	-
54.3. Threat Assessment								-	-	-	-	-	-	A	-	-
54.4. System Security Practice IAW HIPAA								-	-	-	-	-	-	A	-	-
54.5. Mitigate System Security Violations								-	-	-	b	-	c	-	-	-
MEDICAL READINESS																
55. DEPLOYMENT PLANNING TR: AFI 10-401, Air Force Operations Planning and Execution; AFI 10-403, Deployment Planning and Execution																
55.1. Air Force planning overview								-	-	-	-	-	-	-	-	-
55.2. Objectives of Air Force planning								A	-	-	-	-	-	B	-	-
55.3. Aerospace Expeditionary Force (AEF) Construct																
55.3.1. Composition								A	-	-	-	-	-	B	-	-
55.3.2. Schedule								A	-	-	-	-	-	B	-	-
55.3.3. Battle Rhythm								A	-	-	-	-	-	B	-	-
55.3.4. Vulnerability period								A	-	-	-	-	-	B	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification for OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)							
	A	B	A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level		D	
	5 Level	7 Level	Tng Start	Tng Compl	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC	CMRP	
55.4. Deliberate and Crisis action Planning and Execution Segments (DCAPES) Overview								-	-	-	-	-	B	-	
56. CONTROL CENTER FUNCTIONS TR: AFI 10-204, Air Force Service Exercise Program and Support to Joint and National Exercise Program; AFMAN 10-206, Operational Reporting (OPREP); AFI 10-2501, Air Force Emergency Management Program; AFI 41-106, Medical Readiness Program Management															
56.1. Medical Control Center (MCC)								A	-	-	B	-	-	R	
56.2. Secure Communication devices								A	-	-	-	-	-	R	
56.3. Utilize Maps								a	-	-	-	-	-	R	
56.4. Utilize Events Log								-	-	-	b	-	-	R	
56.5. Utilize Status boards								-	-	-	b	-	-	R	
56.6. Run MCC Checklists								-	-	-	b	-	-	R	
57. OVERSIGHT OF MEDICAL READINESS TR: AFI 10-201, Force Readiness Reporting; AFI 10-204, Air Force Service Exercise Program and Support to Joint and National Exercise Program; AFI 10-401, Air Force Operations Planning and Execution; AFI 10-403, Deployment Planning and Execution; AFI 10-2501, Air Force Emergency Management Program; AFI 10-2519, Public Health Emergencies and Incidents of Public Health Concern; AFMAN 10-2608, Disease Containment; AFI 36-2651, Air Force Training Program; AFI 41-106, Medical Readiness Program Management; AFI 90-1601, Air Force Lessons Learned Program															
57.1. Medical Readiness Committee								-	-	-	A	-	B	-	
57.2. Perform Procedures for Medical Readiness In-processing								-	-	-	b	-	c	-	
57.3. Perform Procedures for Medical Readiness Out-processing								-	-	-	b	-	c	-	
57.4. After Action Reports (AAR)															
57.4.1. In Garrison								-	-	-	A	-	B	-	

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification for OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)							
	A	B	A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level		D	
	5 Level	7 Level	Tng Start	Tng Compl	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC	CMRP	
57.4.2. AEF Lessons Learned								-	-	-	A	-	B	-	
57.4.3. Vulnerability Assessments								-	-	-	-	-	B	-	
58. MEDICAL READINESS TRAINING TR: AFI 10-201, Force Readiness Reporting; AFI 10-204, Air Force Service Exercise Program and Support to Joint and National Exercise Program; AFI 10-401, Air Force Operations Planning and Execution; AFI 41-106, Medical Readiness Program Management															
58.1. Formal Unit Type Code (UTC)								A	-	-	-	-	B	-	
58.2. Comprehensive Medical Readiness Program (CMRP)								A	-	-	-	-	B	-	
58.3. Medical Contingency Response Plan (MCRP)								A	-	-	-	-	B	-	
59. MEDICAL READINESS REPORTING TR: DoDI 7730.66, Guidance for the Defense Readiness Reporting System (DRRS); CJCSI 3401.02B, Force Readiness Reporting; CJCSM 3150.01, Joint Risk Analysis; AFPD 10-2, Readiness; AFI 10-401, Air Force Operations Planning and Execution; AFI 10-403, Deployment Planning and Execution; AFI 10-2501, Air Force Emergency Management Program; AFI 10-201, Force Readiness Reporting; AFI 10-204, Air Force Service Exercise Program and Support to Joint and National Exercise Program; AFI 41-106, Medical Readiness Program Management; AFMAN 10-206, Operational Reporting (OPREP)															
59.1. Defense Readiness Reporting System (DRRS)															
59.1.1. DRRS Fundamentals								A	-	-	-	-	B	-	
59.1.2. Utilize DRRS								-	-	-	-	-	-	-	
59.1.3. Utilize Air Force-Input Tool (AF-IT)								-	-	-	-	-	-	-	
59.1.4. Accomplish Capability Report Mission Essential Task (MET) Assessment								-	-	-	-	-	-	-	

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification for OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)						
	A	B	A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level		D
	5 Level	7 Level	Tng Start	Tng Compl	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC	CMRP
59.1.5. Medical Report for Disasters, Emergencies and Contingencies (MEDRED-C)								-	-	-	A	-	B	R
59.2. AEF Reporting Tool (ART)								A	-	-	-	-	B	-
59.3. Air Force Medical Readiness Decision Support System (MRDSS)														
59.3.1. MRDSS Fundamentals								A	-	-	-	-	B	-
59.3.2. Utilize MRDSS								-	-	-	-	-	b	-
59.3.3. Analyze Reports								-	-	-	-	-	c	-
59.4. Unit Type Code (UTC) Availability								-	-	-	A	-	B	-
59.5. Complete OPREP3 Report								-	-	-	-	-	b	R
59.6. Complete SITREP Reports								-	-	-	-	-	b	R
60. UNIT DEPLOYMENT MANAGER (UDM) TR: AFI 10-201, Force Readiness Reporting; AFI 10-204, Air Force Service Exercise Program and Support to Joint and National Exercise Program; AFI 10-401, Air Force Operations Planning and Execution; AFI 10-403, Deployment Planning and Execution; AFI 10-2501, Air Force Emergency Management Program; AFI 41-106, Medical Readiness Program Management; AFIs 10-203, Duty Limiting Conditions														
60.1. UDM responsibilities								-	-	-	A	-	B	-
60.2. Installation Deployment Readiness Cell								-	-	-	B	-	-	-
60.3. Personnel Deployment Function								-	-	-	B	-	-	-
60.4. Maintain Air Force Deployment Folders								-	-	-	b	-	-	-
60.5. Facilitate Reclama Process								-	-	-	-	-	b	-
60.6. Facilitate Shortfall Process								-	-	-	-	-	b	-
60.7. Facilitate Tasking validation								-	-	-	-	-	b	-
60.8. Time Phased Force Deployment Data (TPFDD) contents								-	-	-	-	-	B	-
60.9. Deployment Requirements Manning Document (DRMD) contents								-	-	-	-	-	B	-

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification for OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)						
	A	B	A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level		D
	5 Level	7 Level	Tng Start	Tng Compl	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC	CMRP
60.10. Utilize Logistics Module (LOGMOD)								-	-	-	-	-	a	-
60.11. Reporting instructions (Identify location-specific deployment requirements)								-	-	-	-	-	B	-
60.12. Unit Type Codes (UTC) Management								-	-	-	-	-	B	-
60.13. Validate Unit Medical Resource Letter (MRL)								-	-	-	-	-	b	-
60.14. Unit Plans NCO TR: AFIs 10-401, 10-403 and 41-106														
60.14.1. Installation Deployment Plan (IDP)								-	-	-	A	-	B	-
60.14.2. Base Support Plan (BSP)								-	-	-	A	-	B	-
60.14.3. Medical Contingency Response Plan (MCRP)								-	-	-	A	-	B	-
61. MEDICAL EMERGENCY MANAGEMENT OVERSIGHT TR: 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response; DoDI 6055.17, DoD Emergency Management (EM) Program; AFI 10-204, Air Force Service Exercise Program and Support to Joint and National Exercise Program; AFI 10-2501, Air Force Emergency Management Program; AFI 41-106, Medical Readiness Program Management; AFI 10-2519, Public Health Emergencies and Incidents of Public Health Concern; AFMAN 41-209, Medical Logistics Support; AFI 90-201, The Air Force Inspection System; AFMAN 41-120, Medical Resource Management Operations														
61.1. Exercise requirements overview														
61.1.1. Develop exercise objectives								-	-	-	-	-	b	-
61.1.2. Develop scenario inputs								-	-	-	-	-	b	-
61.1.3. Response Training and Assessment Program								-	-	-	-	-	B	-
61.1.4. Medical Readiness Training Exercise Schedule (MRTES)								-	-	-	-	-	B	-
61.2. MC-CBRN Program Funding														

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification for OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)							
	A	B	A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level		D	
	5 Level	7 Level	Tng Start	Tng Compl	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC	CMRP	
61.2.1. Home Station Medical Response (HSMR) budget								-	-	-	-	-	B	-	
61.2.2. HSMR Purchasing Process								-	-	-	-	-	B	-	
61.3. HSMR Assemblage Management								-	-	-	-	-	B	-	
61.4. HSMR Training requirements								-	-	-	-	-	B	-	
61.5. Train HSMR/MCRP Team Chiefs								-	-	-	-	-	-	-	
61.6. Emergency management plans TR: DoDI 6055.17, DoD Emergency Management (EM) Program; AFI 10-2501, Air Force Emergency Management Program; AFI 41-106, Medical Readiness Program Management; AFI 10-2519, Public Health Emergencies and Incidents of Public Health Concern; AFPAM 10-219 V1, Contingency and Disaster Planning (This publication covers the Installation Emergency Management Plan-IEMP)															
61.6.1. Installation Emergency Management Plan (IEMP)								-	-	-	A	-	B	-	
61.6.2. Disease Containment Plan (DCP)								-	-	-	A	-	B	-	
61.6.3. Facilitate readiness Memorandum(s) of Agreement/Understanding								-	-	-	-	-	b	-	
PERSONNEL AND ADMINISTRATION															
62. AUTOMATED SYSTEMS TR: Personnel Services Delivery (PSD) Guide															
62.1. Utilize Base Level Service Delivery Model (BLSDM)								-	-	-	b	-	-	-	
62.2. Utilize Case Management System (CMS)								-	-	-	b	-	-	-	
62.3. Perform unit Lead Organizational Defense Travel System Administrator duties TR: USAF Defense Travel System Business Rules								-	-	-	b	-	-	-	
62.4. Process TDY Orders in Defense Travel System (DTS)								-	-	-	b	-	c	-	

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification for OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)							
	A	B	A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level		D	
	5 Level	7 Level	Tng Start	Tng Compl	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC	CMRP	
63. HUMAN RESOURCES TR: AFI 36-2102, Base Level Relocation Procedures; AFI 36-3202, Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series); AFI 36-3003, Military Leave Program; AFI 36-3203, Service Retirements; Personnel Services Delivery (PSD) Guide															
63.1. Perform In-processing								-	-	-	b	-	-	-	
63.2. Perform Out-processing								-	-	-	b	-	-	-	
63.3. Perform PCA actions								-	-	-	b	-	-	-	
63.4. Administer Sponsorship program								-	-	-	b	-	-	-	
63.5. Process Personnel Action Change & Duty Information Updates								-	-	-	b	-	-	-	
63.6. Retirement procedures								-	-	-	B	-	-	-	
63.7. Separations procedures								-	-	-	B	-	-	-	
63.8. Manage Unit Personnel Management Roster								-	-	-	b	-	c	-	
63.9. Manage Unit Leave Program								-	-	-	b	-	-	-	

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification for OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)						
	A	B	A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level		D
	5 Level	7 Level	Tng Start	Tng Compl	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC	CMRP
64. MANAGEMENT FUNCTIONS TR: AFI 33-322, Records Management Program; AFI 33-360, Publications and Forms Management; AFI 36-3802, Force Support Readiness Programs; AFI 36-2406, Officer and Enlisted Evaluation Systems; AFI 36-2501, Officer Promotions and Selective Continuation; AFI 35-2502, Airman Promotion/Demotion Programs; AFI 36-2803, The Air Force Military Awards and Decorations Program; AFI 36-2805, Special Trophies and Awards Programs; AFI 36-2651, Air Force Training Program; AFI 36-2608, Military Personnel Record System; AFI 36-2907, Unfavorable Information File (UIF) Program; AFMAN 33-363, Management of Records; AFPAM 36-2801 V2, 3, & 4, Unit Decorations, Awards, and Campaign Participation Credits; AFPD 36-28, Awards and Decorations Programs; AFI 64-117, Government Purchase Card Program; AFI 90-507, Military Drug Demand Reduction Program; AFMAN 44-198, Air Force Civilian Drug Demand Reduction Program; DoDI 5154.31 Vol 4, Commercial Travel Management: DoD Government Travel Charge Card (GTCC) Program														
64.1. Process Duty Status updates								-	-	-	b	-	-	-
64.2. Manage Unit Awards Program								-	-	-	-	-	-	-
64.3. Process Decorations								-	-	-	-	-	-	-
64.4. Process Recognition								-	-	-	-	-	-	-
64.5. Manage Performance Reports								-	-	-	b	-	-	-
64.6. Process Letters of Evaluation (LOE)								-	-	-	b	-	-	-
64.7. Promotions								-	-	-	B	-	-	-
64.8. Manage Weighted Airman Promotion System (WAPS) Testing								-	-	-	b	-	-	-
64.9. Track Airman Comprehensive Assessments (ACA)								-	-	-	-	-	-	-
64.10. Medical Publications & Forms								-	-	-	B	-	-	-
64.11. Process Official Mail								-	-	-	b	-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification for OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)							
	A	B	A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level		D	
	5	7	Tng	Tng	Trainee	Trainer	Certifier	(1)	(2)	(1)	(2)	(1)	(2)	CMRP	
	Level	Level	Start	Compl	Initials	Initials	Initials	Course	CDC	Course	CDC	Course	CDC		
64.12. Maintain Personnel Information File								-	-	-	b	-	-	-	
64.13. Monitor Unit Drug Demand Reduction (Notification procedures)								-	-	-	b	-	-	-	
64.14. Manage Government Travel Card (GTC) Program								-	-	-	-	-	-	-	
64.15. Process Report of Survey (ROS)								-	-	-	-	-	-	-	
64.16. Process Disinterested Inventory Management								-	-	-	b	-	-	-	
64.17. Review Unit Commander’s Management Roster								-	-	-	-	-	-	-	
64.18. Process G-Series Orders								-	-	-	b	-	-	-	
64.19. Process Special Duty Assignment Pay								-	-	-	-	-	-	-	
64.20. Perform Unit Health Monitor duties								-	-	-	-	-	-	-	
PERSONNEL RELIABILITY ASSURANCE PROGRAM (PRAP)															
65. PERSONNEL RELIABILITY ASSURANCE PROGRAM (PRAP) TR: DoDI 5210.42, DoD Nuclear Weapons Personnel Reliability Assurance; DoDM 5210.42-AFMAN 13-501, Nuclear Weapons Personnel Reliability Program (PRP); AFI 31-117, Arming and Use of Force by Air Force Personnel; AFI 41-210, Tricare Operations and Patient Administration Functions															
65.1. Arming and Use of Force (AUoF)															
65.1.1. Introduction to AUoF								A	-	-	B	-	-	-	
65.1.2. Security Forces Retention Standards								-	-	-	B	-	-	-	
65.1.3. Perform AUoF Suitability Factor (SF) notifications								-	-	-	b	-	-	-	
65.1.4. Essential elements of a PRAP for Security Forces								-	-	-	B	-	-	-	
65.1.5. AF Security Forces Security Management and Resource Tracking Network (SMARTNet)								-	-	-	B	-	-	-	
65.2. Personnel Reliability Assurance Program (PRP)															
65.2.1. Introduction to PRAP								A	-	-	B	-	-	-	

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification for OJT					4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)							
	A	B	A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level		D	
	5	7	Tng	Tng	Trainee	Trainer	Certifier	(1)	(2)	(1)	(2)	(1)	(2)	CMRP	
	Level	Level	Start	Compl	Initials	Initials	Initials	Course	CDC	Course	CDC	Course	CDC		
65.2.2. MTF PRAP Monitor Roles and Responsibilities								A	-	-	B	-	-	-	
65.2.3. Roles and Responsibilities of the Competent Medical Authority (CMA)								-	-	-	A	-	B	-	
65.2.4. Essential elements of a PRAP member								-	-	-	B	-	-	-	
65.2.5. Prepare PRAP medical records								a	-	-	b	-	-	-	
65.2.6. Screen PRAP medical records for Suitability Factors								-	-	-	b	-	-	-	
65.2.7. Perform PRAP Suitability Factors notifications								-	-	-	b	-	-	-	
65.2.8. External care process								-	-	-	A	-	B	-	
65.2.9. After-hours care process								-	-	-	A	-	B	-	
65.3. PRAP Administrative Qualification Cell (AQC)															
65.3.1. PRAP AQC Fundamentals								A	-	-	B	-	-	-	
65.3.2. Scan medical records into electronic repository								-	-	-	b	-	-	-	
65.4. Certification of a PRAP member															
65.4.1. Perform Initial/Interim Certification								-	-	-	b	-	c	-	
65.4.2. Perform recertification procedures								-	-	-	b	-	c	-	
65.5. Removal from PRAP status															
65.5.1. Mandatory decertification or disqualification conditions								A	-	-	B	-	-	-	
65.5.2. Perform Permanent Disqualification procedures								-	-	-	b	-	c	-	
65.5.3. Perform decertification procedures								-	-	-	b	-	c	-	
65.6. Reinstatement of PRAP member															
65.6.1. Reinstatement Fundamentals								A	-	-	B	-	-	-	
65.6.2. Perform reinstatement procedures								-	-	-	b	-	c	-	
65.7. Requalification of a PRAP member															
65.7.1. Requalification fundamentals								A	-	-	B	-	-	-	
65.7.2. Perform Requalification procedures								-	-	-	b	-	c	-	

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification for OJT						4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)							
	A	B	A	B	C	D	E	A	B		C		D			
	5	7	Tng	Tng	Trainee	Trainer	Certifier	3-Skill Level	5-Skill Level		7-Skill Level					
	Level	Level	Start	Compl	Initials	Initials	Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC	CMRP		
65.8. Report CAT I Discrepancy								-	-	-	b	-	-	-	-	
PRESIDENTIAL SUPPORT DUTY																
66. PRESIDENTIAL SUPPORT DUTY (PSD) TR: AFI 41-210, Tricare Operations and Patient Administration Functions																
66.1. Introduction to PSD								A	-	-	B	-	-	-	-	
66.2. Prepare PSD medical records								a	-	-	b	-	-	-	-	

Section B - Training References

TRAINING REFERENCE (TR) SOURCE SUMMARY FOR COMMERCIAL PUBLICATIONS AND OTHER SERVICE PUBLICATIONS – STS 4A0X1

Commercial texts (All Skill Levels)

AHLTA-T and TC2 User Manuals

The Dean Vaughn Learning System Applied to Medical Terminology 350 Learning Guide.

Vaughn D. 3rd ed. 2004. Westwood, Mass: Damon Instructional Systems Division.

Gray, Henry, and Henry V. Carter. Gray's Anatomy: Descriptive and Surgical. Gray H. & Carter H. V. 2011. Cosimo Classics.

Air Force, DoD, and Other Federal Publications (All Skill Levels)

29 CFR 1910.120, Hazardous Waste Operations and Emergency Response

Air Force Enlisted Classification Directory (AFECD)

AFH-1, The Airman Handbook

AFH 10-247 V4, Guide to Services Contingency Planning: Mortuary Affairs Search and Recovery

AFH 33-337, The Tongue and Quill

AFH 36-2618, The Enlisted Force Structure

AFI 10-203, Duty Limiting Conditions

AFI 10-201, Force Readiness Reporting

AFI 10-204, Air Force Service Exercise Program and Support to Joint and National Exercise Program

AFI 10-401, Air Force Operations Planning and Execution

AFI 10-403, Deployment Planning and Execution

AFI 10-2501, Air Force Emergency Management Program

AFI 10-2519, Public Health Emergencies and Incidents of Public Health Concern

AFI 17-101, Risk Management Framework (RMF) for Air Force Information Technology (IT)

AFI 17-130, Cybersecurity Program Management

AFI 25-201, Intra-Service, Intra-Agency and Inter-Agency Support Agreement Procedures

AFI 31-117, Arming and Use of Force by Air Force Personnel

AFI 33-322, Records Management Program

AFI 33-332, Air Force Privacy and Civil Liberties Program

AFI 33-360, Publications and Forms Management

AFI 33-364, Records Disposition—Procedures and Responsibilities

AFI 34-501, Mortuary Affairs Program

AFI 36-502, Managing Civilian Personnel Resources

AFI 36-2101, Classifying Military Personnel (Officer and Enlisted)

AFI 36-2102, Base Level Relocation Procedures

AFI 36-2406, Officer and Enlisted Evaluation Systems

AFI 36-2501, Officer Promotions and Selective Continuation

AFI 35-2502, Airman Promotion/Demotion Programs

AFI 36-2608, Military Personnel Record System

AFI 36-2651, Air Force Training Program
AFI 36-2803, The Air Force Military Awards and Decorations Program
AFI 36-2805, Special Trophies and Awards Programs
AFI 36-2907, Unfavorable Information File (UIF) Program
AFI 36-2910, Line of Duty (Misconduct) Determination
AFI 36-3002, Casualty Services
AFI 36-3003, Military Leave Program
AFI 36-3026V1 IP, Identification Cards for Members of the Uniformed Services, Their Family Members and Other Eligible Personnel
AFI 36-3202, Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series)
AFI 36-3203, Service Retirements; Personnel Services Delivery (PSD) Guide
AFI 36-3212, Physical Evaluation for Retention, Retirement, and Separation
AFI 36-3802, Force Support Readiness Programs
AFI 38-101, Air Force Organization
AFI 38-201, Management of Manpower Requirements and Authorizations
AFI 38-204, Programming USAF Manpower
AFI 40-701, Medical Support to Family Member Relocation and Exceptional Family Member Program (EFMP)
AFI 41-102, Air Force Medical Expense and Performance Reporting System (MEPRS) for Fixed Military Medical and Dental Treatment Facilities
AFI 41-104, Professional Board and National Certification Examinations
AFI 41-106, Medical Readiness Program Management
AFI 41-126, Department of Defense/Veterans Affairs Health Care Resource Sharing Program
National Defense Authorization Act (NDAA)
AFI 41-210, Tricare Operations and Patient Administration Functions
AFI 44-102, Medical Care Management
AFI 44-119, Medical Quality Operations
AFI 44-171, Patient Centered Medical Home Operations
AFI 44-173, Population Health
AFI 44-176, Access to the Care Continuum
AFI 48-123, Medical Examinations and Standards
AFI 48-307 V1, En Route Care and Aeromedical Evacuation Medical Operations
AFI 64-117, Government Purchase Card Program
AFI 65-601 V1, Budget Guidance and Procedures
AFI 65-601 V1, Budget Guidance and Procedures, chapter 5
AFI 65-601 V2, Budget Management for Operations
AFI 65-601 V2, Budget Management for Operations, chapters 2-7 and 14
AFI 65-601 V3, The Air Force Budget Corporate Process
AFI 90-201, The Air Force Inspection System
AFI 90-507, Military Drug Demand Reduction Program
AFI 90-1601, Air Force Lessons Learned Program
AFMAN 10-206, Operational Reporting (OPREP)
AFMAN 10-2608, Disease Containment
AFMAN 17-1203, Information Technology (IT) Asset Management (ITAM)
AFMAN 17-1303, Cybersecurity Workforce Improvement Program

AFMAN 33-326, Preparing Official Communications
 AFMAN 33-363, Management of Records
 AFMAN 41-120, Medical Resource Management Operations
 AFMAN 41-209, Medical Logistics Support
 AFMAN 44-198, Air Force Civilian Drug Demand Reduction Program
 AFPAM 10-219 V1, Contingency and Disaster Planning (This publication covers the Installation Emergency Management Plan-IEMP)
 AFPAM 36-2801 V2, 3, & 4, Unit Decorations, Awards, and Campaign Participation Credits
 AFMS Knowledge Exchange - Theater Medical Information Program -Air Force (TMIP-AF)
 AFD 10-2, Readiness
 AFD 36-28, Awards and Decorations Programs
 AFD 38-2, Manpower
 AFD 41-1, Healthcare Programs and Resources
 AFD 44-1, Medical Operations
 Air Force Medical Service Flight Path
 Career Field Education Training Plan (CFETP) for 4A0X1
 CJCSI 3401.02B, Force Readiness Reporting
 CJCSM 3150.01, Joint Risk Analysis
 DFAS 7220.4-I, Tri-Annual Review Program
 DFAS-DE 7010.1-R, General Accounting and Finance Systems at Base level
 DFAS-DE 7010.1-R, General Accounting and Finance Systems at Base Level, chapters 18, 19, 20, and 21
 DFAS-DE 7010.1-R, General Accounting and Finance Systems at Base Level, chapter 27
 DHA IPM 18-018, Physical Custody and Control of the DoD Health Record
 DHA-PM 6015.01 Military Medical Treatment Facility (MTF) Uniform Business Office (UBO) Operations
 DoD 5400.11-R, Department of Defense Privacy Program
 DoD 6010.13M, Medical Expense and Performance Reporting System for Fixed Military Medical and Dental Treatment Facilities Manual
 DoD 6010.15-M, Military Treatment Facility Uniform Business Office (UBO) Manual
 DoD 6025.18-R, DoD Health Information Privacy Regulation
 DoD 7000.14, Department of Defense Financial Management Regulation (FMRS)
 DoD 7000.14 V1-15, Department of Defense Financial Management Regulation (FMRS)
 DoD 7000.14 V2B (Chap 12), Department of Defense Financial Management Regulation (FMRS)
 DoD 7000.14 V3, Department of Defense Financial Management Regulation (FMRS)
 DoD 8570.01-M, Information Assurance Workforce Improvement Program
 DoDD 6010.04, Healthcare for Uniformed Services Members and Beneficiaries
 DoDD 7045.14, The Planning, Programming, Budgeting, and Execution (PPBE) Process
 DoDD 8140.01, Cyberspace Workforce Management
 DoDI 5154.31 Vol 4, Commercial Travel Management: DoD Government Travel Charge Card (GTCC) Program
 DoDI 5210.42, DoD Nuclear Weapons Personnel Reliability Assurance
 DoDI 6040.40, Military Health System Data Quality Management Control Procedures
 DoDI 6040.42, Management Standards for Medical coding of DoD Health Records

DoDI 6040.45, DoD Health Record Life Cycle Management
DoDI 6055.17, DoD Emergency Management (EM) Program
DoDI 7730.66, Guidance for the Defense Readiness Reporting System (DRRS)
DoDI 8510.01, Risk Management Framework (RMF) for DoD Information Technology (IT)
DoDM 5210.42-AFMAN 13-501, Nuclear Weapons Personnel Reliability Program (PRP)
DQ Team User's Guide (TUG)
DTM 11-015, Integrated Disability Evaluation system (IDES)
EAS User's Manual
JP 4-06, Mortuary Affairs
Medical Planning and Programming Guidance (MPPG)
Medical Record Tracking, Retirement and Retrieval (MRTR2) User Guide
MHS Professional and Specialty Coding Guidelines.
Personnel Services Delivery (PSD) Guide
Policy Memorandum on Implementing Disability-Related Provisions of the NDAA 2008
Policy Memorandum-Notification to Congress of Hospitalization of Combat Wounded Members
USAF Defense Travel System Business Rules

Section C - Job Qualification Standards

These Job Qualification Standards (JQS) lists requirements for specific positions within the 4A0X1 career field. The Following list explains the JQS columns.

- Column 1. The tasks, knowledge, and technical references (TRs).
- Column 2. Date started for training on the task.
- Column 3. Date completed for training on the task.
- Column 4. The trainee's initials.
- Column 5. The trainer's initials.
- Column 6. The certifying official's initials.

There are three JQS documents in Section C on the following pages that are relevant to the 4A0X1 career Field:

1. Aeromedical Evacuation (AE) Job Qualification Standard
2. Medical Information Systems (MIS) IAT Level I Job Qualification Standard
3. Medical Information Systems (MIS) IAT Level II Job Qualification Standard

Aeromedical Evacuation (AE) Job Qualification Standard

1. Aeromedical Evacuation (AE) Tasks, Knowledge, and Technical References (TR)	2. Date Started	3. Date Completed	4. Trainee Initials	5. Trainer Initials	6. Certifying Official Initials
1. TRAC2ES TR: JKO TRAC2ES CBT; In residence TRAC2ES Training at Scott AFB; TRAC2ES Training Site (https://exercise.trac2es.ustranscom.mil); TRAC2ES User guide-3899R2 *NOTE: TRAC2ES User Guide can be found in the training site under the documents tab*.					
1.1. Complete TRAC2ES Training					
2. Patient Movement Process TR: AFI 48-307 Volume 1, En Route Care and Aeromedical Evacuation Medical Operation; AFI 48-307, Volume 2, En Route Critical Care; AFI 48-307 Volume 3, En Route Care Documentation; AFMAN 10-2909, Aeromedical Evacuation (AE) Equipment Standards; AFMAN 11-2AE Volume 3, ADDENDA-A, Aeromedical Evacuation Operations Configuration/Mission Planning; DoD 4500.54-E, DoD Foreign Clearance Program (FCP); DoDI 4515.13, Air Transportation Eligibility; DoDI 6000.11, Patient Movement (PM); Joint Publication 4-02, Joint Health Services; USTRANSCOM Global Movement Handbook					
2.1. Pre-Mission Preparation (Originating Facility)					
2.1.1. Eligibility for Travel					
2.1.2. Commercial Travel Protocols					
2.1.3. Use AF Form 3836, AE Mission Management Part II					
2.1.4. Reporting Mission Management data to Patient Movement Requirements Center (PMRC)					
2.1.5. TRAC2ES Patient Cite Number					
2.1.6. Coordination with External Agencies (Medical Facilities, Patient Staging Areas or Liaison Officer)					
2.1.7. Patient Briefing					
2.1.8. AE Preparation Checklist Requirements					
2.1.9. Medical Records and Forms Familiarization					

1. Aeromedical Evacuation (AE) Tasks, Knowledge, and Technical References (TR)	2. Date Started	3. Date Completed	4. Trainee Initials	5. Trainer Initials	6. Certifying Official Initials
2.1.9.1. AF Form 3899, Aeromedical Evacuation Patient Record					
2.1.9.2. AF Form 3838, Do Not Resuscitate Order (DNR) Certification for Aeromedical Evacuation					
2.1.9.3. SF 502, Medical Record Narrative Summary (Clinical Resume)					
2.1.9.4. SF 513, Medical Record – Continuation Sheet					
2.1.9.5. Nursing Inpt Transfer Sum					
2.1.10. Temporary Duty Travel Orders					
2.1.11. Baggage Requirements					
2.1.11.1. Allowable Weight					
2.1.11.2. AF Form 3851, Patient Baggage Data					
2.1.11.3. DD Form 600, Patient's Baggage Tag					
2.1.11.4. Lost/Unaccompanied Baggage					
2.1.11.5. Shipment of Unaccompanied Baggage					
2.1.12. Patient Command Notification					
2.1.13. Rules for Medical and Non- Medical Attendant to include AE of Unaccompanied Minor					
2.1.14. Inspection of Patients, Attendants and Baggage					
2.1.14.1. Identification/Confiscation of Country/Area of Responsibility-Specific "Unauthorized" Material					
2.1.14.2. AF Form 1297, Temporary Issue Receipt (for Items Confiscated)					
2.1.14.3. Confiscation of Weapons and Ammunition					
2.1.14.4. Anti-Hijacking Statement					
2.1.14.5. Patient and Attendant Meals					
2.1.14.5.1. Meal Orders					
2.1.14.5.2. Special Dietary Requirement					
2.1.14.6. Flight/Patient Tracking using TRAC2ES					
2.1.14.7. AE Crew Briefing					

1. Aeromedical Evacuation (AE) Tasks, Knowledge, and Technical References (TR)	2. Date Started	3. Date Completed	4. Trainee Initials	5. Trainer Initials	6. Certifying Official Initials
2.2. Mission Packet Preparation					
2.2.1. AF Form 3860, Aeromedical Patient Record Data					
2.2.2. AF Form 3899, Aeromedical Evacuation Patient Record. Also known as Patient Movement Record (PMR)					
2.2.3. AF Form 3830, Patient Manifest					
2.2.4. AF Form 3829, Summary of Patients Evacuated by Air					
2.2.5. SF 600, Chronological Record of Medical Care					
2.2.6. Flight and Fleet Kitchen Request					
2.2.7. TRAC2ES Special Diet Roster					
2.2.8. TRAC2ES Patient Special Equipment Roster					
2.2.9. Temporary Duty Travel Orders (Reference 2.1.10)					
2.2.10. Anti-Hijacking Statement (Reference 2.1.14.4)					
2.3. Post-Mission Procedures (Receiving Facility)					
2.3.1. In-Transit Visibility Events					
2.3.2. Following Mission to Completion via TRACE2S/PMRC					
2.3.3. Analysis of Discrepancies					
2.3.4. Anti-Hijacking Procedures (Reference 2.1.14.4)					
2.3.5. Arrangement of Further Medical Care					
2.3.5.1. Ground Transportation					
2.3.5.2. Billeting for Outpatient/Medical Attendant/Non-Medical Attendant					
2.3.6. Death in Flight Procedures					
2.3.7. Remaining Overnight Patient Procedures					
2.3.8. Release of Patients from Aeromedical Evacuation System using AF Form 3841, Certificate of Release					
2.3.9. AF Form 3836, Aeromedical Mission Management - Part II					
2.4. Patient Movement Process					

1. Aeromedical Evacuation (AE) Tasks, Knowledge, and Technical References (TR)	2. Date Started	3. Date Completed	4. Trainee Initials	5. Trainer Initials	6. Certifying Official Initials
2.4.1. Initiate Patient Movement Request					
2.4.2. Track Patient Movement Request					
2.4.3. Utilize Up-loadable TRAC2ES Contingency Spreadsheet (TUCS)					
2.4.4. Monitor Missions					
2.4.5. Update In-Transit Visibility					
2.4.6. Generate Reports in TRAC2ES					
2.4.7. Input Facility Updates					
3. Bed Status Report					
3.1. Patient Status Board or use AF Form 3892, Patients Holding for Aeromedical Airlift Movement					
3.2. Patient Information Board					
4. Zulu Time Conversion TR: www.timeanddate.com/worldclock/					
5. Julian Date Calendar Conversion TR: References located on Air Force Portal and AFMS Knowledge Exchange located at https://kx.afms.mil (Search Pages)					
6. Communication TR: AFI 16-1404, Air Force Information Security Program; AFI 33-332, Air Force Privacy and Civil Liberties Program; AFMAN 17-1302-O, Communications Security (COMSEC) Operations					
6.1. Communication Security					
6.2. Information Security Protocol Router Network (Secret and Non-Secure Internet Protocol Router Network or the DOTS and SAFE applications)					
6.3. Privacy Act					
7. Customs TR: DoD 4500.54-E, DoD Foreign Clearance Program (FCP)					
7.1. Role/Responsibility of Border Clearance Agencies					
7.2. Border Clearance Procedures					

1. Aeromedical Evacuation (AE) Tasks, Knowledge, and Technical References (TR)	2. Date Started	3. Date Completed	4. Trainee Initials	5. Trainer Initials	6. Certifying Official Initials
8. Flight Line Driving TR: AFMAN 24-306, Operation of Air Force Government Motor Vehicles; AFTTP 3-4, Airman's Manual					
8.1. Airfield Drivers Course (Via Advanced Distributed Learning Service)					
8.2. International Military Route Signs & Road Signs					
8.3. Vehicle Checks					
9. Patient Load/Unload TR: AFMAN 11-2AE Volume 3, ADDENDA-A, Aeromedical Evacuation Operations Configuration/Mission Planning					
9.1. Litter Training					
9.2. Aircraft Configuration					
9.3. Patient Loading Procedures					
9.4. Patient Unloading Procedures					
10. CASF, ASF and ERPSS Configuration					
11. Aircraft Tracking (GDSS and SMS)					
12. Types and Modes of Transport TR: AFI 48-307, Volume 2, En Route Critical Care; AFTTP 3-42.5, Aeromedical Evacuation; Joint Publication 4-02, Joint Health Services					
12.1. Regulated and Unregulated Transportation Modes (ships, land vehicles, helicopter, rail, civilian or military fixed wing aircraft)					
12.2. Unregulated Movement (utilization of opportune mode of transportation)					
12.3. CASEVAC					
12.4. MEDEVAC (Dust-Off)					

Medical Information Systems (MIS) IAT Level I Job Qualification Standard

1. Medical Information Systems (MIS) IAT Level I Tasks, Knowledge, and Technical References (TR)	2. Date Started	3. Date Completed	4. Trainee Initials	5. Trainer Initials	6. Certifying Official Initials
1. CompTIA A+ 220-1001 TR: AFMAN 17-1303, Cybersecurity Workforce Improvement Program; DoDD 8140.01, Cyberspace Workforce Management; DoD 8570.01-M, Information Assurance Workforce Improvement Program					
1.1. Complete AF e-Learning CBTs for CompTIA A+ 220-1001 (See table of CBTs after this JQS table)					
2. CompTIA A+ 220-1001 certification					
2.1 Acquire CompTIA A+ 220-1001 certification					
2.2. Install Hardware and Display Components (memory, in/output devices, Webcams, microphones)					
2.3. Service End User Devices					
2.4. Install software and determine software update requirements					
2.5. Mobile Device Types (overview of laptops, tablets, and smartphones)					
2.6. Install and configure laptop components (wireless cards, batteries, touchscreens, docking stations, port replicators physical lock/cable)					
2.7. Use laptop features and accessories (dual displays, screen orientation, touchpad)					
2.8. Perform mobile device synchronization (contacts, calendars, email, documents)					
2.9. Configure basic mobile network connectivity and application support (cellular, wired, wireless, hotspot and Bluetooth connections, email, VPN, port and SSL settings)					
2.10. Compare and contrast TCP and UDP ports, protocols, and their purposes					
2.11. Compare and contrast common networking hardware devices					
2.12. Install and configure a basic wired/wireless network					

1. Medical Information Systems (MIS) IAT Level I Tasks, Knowledge, and Technical References (TR)	2. Date Started	3. Date Completed	4. Trainee Initials	5. Trainer Initials	6. Certifying Official Initials
2.13. Compare and contrast wireless networking protocols					
2.14. Summarize the properties and purposes of services provided by networked hosts (Web, file, print, DHCP, DNS, mail , proxy, authentication servers)					
2.15. Configure network settings (IP addressing, DNS, DHCP, IPv4, IPv6, subnet mask, default gateway, VLAN, VPN, NAT)					
2.16. Configure Internet connections (LAN, WAN, PAN, MAN, wireless mesh network, cable, DSL, fiber, dial-up/satellite, ISDN)					
2.17. Use networking tools (crimper, cable stripper, multi-meter, tone generator & probe, cable tester, loopback plug, punch down tool, Wi-Fi analyzer)					
2.18. Identify basic cable types, features, and their purposes (Ethernet, STP vs. UTP, fiber, coaxial, video, lightening, speed and transmission limitations, thunderbolt, USB, peripheral, hard drive)					
2.19. Identify common connector types (RJ-11, RJ-45, RS-232, BNC, RG-6, RG-59, USB, DB-9, lightning, SCSI, eSATA, Molex)					
2.20. Install RAM types (SODIMM, SDRAM, DDR2, DDR3, DDR4, single and dual channel, error correcting, parity vs. non-parity)					
2.21. Install and configure storage devices (CD, DVD, Blu-ray, solid-state, magnetic hard drives, 2.5 in. vs. 3.5 in. drives, hybrid, flash, hot swappable drive media, types of RAID)					
2.22. Install and configure motherboards, CPUs, and add-on cards (motherboard form factors and connector types, BIOS/UEFI settings, BIO security, CMOS batteries, CPU features and compatibility, cooling mechanisms, expansion cards)					
2.23. Identify computer peripherals (printers, flatbed and barcode scanners, monitors, optical drives, mice and keyboards, signature pads, projectors, KVM, smart card readers)					
2.24. Power supply types and features (input 115V vs 220V, output 5.5V vs 12V, 24-pin motherboard adapter, wattage rating, number of devices to be powered)					
2.25. Install and configure common devices (thin and thick clients, desktop setting, touchscreen configuration, synchronization)					

1. Medical Information Systems (MIS) IAT Level I Tasks, Knowledge, and Technical References (TR)	2. Date Started	3. Date Completed	4. Trainee Initials	5. Trainer Initials	6. Certifying Official Initials
2.26. Customize PC configurations (graphic design, audio/video editing, virtualization workstations)					
2.27. Configure small office/home office (SOHO) multifunction devices/printers and settings					
2.28. Identify printer types (laser, imaging process, printer maintenance, inkjet, thermal, impact, virtual and 3D)					
2.29. Compare and contrast cloud computing concepts (infrastructure as a service, software as a service, platform as a service, cloud model types, shared resources, rapid elasticity, on-demand computing, resource pooling)					
2.30. Solve computer problems and service end user devices (resolving and identifying problems, establishing a plan of action, verify functionality, document findings)					
3. CompTIA A+ 220-1002 certification					
3.1 Complete AF e-Learning CBTs for CompTIA A+ 220-1002 (See table of CBTs after this JQS table)					
3.2 Acquire CompTIA A+ 220-1002 certification					
3.3. Compare and contrast common operating system types and their purposes					
3.4. Compare and contrast features of Microsoft Windows versions (disk partitioning, file system types and formatting, alternate third-party drivers, workgroup vs. domain setup)					
3.5. Use Microsoft command line tools (navigating the file system, networking diagnostics, system maintenance, GPO and imaging tools, command line tools)					
3.6. Use Windows administrative tools (computer management utility, performance monitor and task schedule, print management, local security policy, user account management, MSConfig, task manager)					
3.7. Create and manage user accounts.					
3.8. Use Windows control panel utilities (Internet options, display settings, folder options, system settings, Windows firewall, power options)					

1. Medical Information Systems (MIS) IAT Level I Tasks, Knowledge, and Technical References (TR)	2. Date Started	3. Date Completed	4. Trainee Initials	5. Trainer Initials	6. Certifying Official Initials
3.9. Identify application installation and configuration concepts (installation and deployment methods, firewall settings, Windows IP addressing, printers and shares, remote connections)					
3.10. Summarize security fundamentals (authentication devices, active directory, software based security, malware, physical destruction, securing mobile devices)					
3.11. Compare and contrast wireless security protocols and authentication methods (social engineering, common threats, users and groups, NTFS vs. share permissions, drive encryption)					
3.12. Troubleshoot software (common security issues, symptoms and solutions)					
3.13. Operational procedures (password policies, change management, incident response, disaster prevention and recovery, licensing, remote access technologies)					
3.14. Use Windows system utilities (credential manager, programs and features, HomeGroups, Bitlocker, network and sharing center, device manager)					
3.15. Acquire SEI 260					

AF e-Learning CBTs for CompTIA A+ 220-1001

CompTIA A+ 220-1001: Troubleshooting

CompTIA A+ 220-1001: Networking

CompTIA A+ 220-1001: Virtualization

CompTIA A+ 220-1001: Connectors

CompTIA A+ 220-1001: Printers

CompTIA A+ 220-1001: Troubleshooting Printers

CompTIA A+ 220-1001: Networking Tools

CompTIA A+ 220-1001: Storage Solutions

CompTIA A+ 220-1001: Common Devices

CompTIA A+ 220-1001: Custom PC Configuration

CompTIA A+ 220-1001: Wireless Networking Protocols

CompTIA A+ 220-1001: Implementing Network Concepts

CompTIA A+ 220-1001: Network Types

CompTIA A+ 220-1001: Basic Cable Types

CompTIA A+ 220-1001: Working with Peripheral Devices

CompTIA A+ 220-1001: Resolving Problems

CompTIA A+ 220-1001: Power Supplies

CompTIA A+ 220-1001: TCP and UDP ports

CompTIA A+ 220-1001: Random Access Memory

CompTIA A+ 220-1001: SOHO Devices

CompTIA A+ 220-1001: Network Hosts

CompTIA A+ 220-1001: Cloud Computing
CompTIA A+ 220-1001: Configuring a Wired/Wireless Network
CompTIA A+ 220-1001: Accessories and Mobile Device Synchronization
CompTIA A+ 220-1001: Mobile device Network Connectivity and Application Support
CompTIA A+ 220-1001: Working with Motherboards, CPUs, & Add-On Cards
CompTIA A+ 220-1001: Laptops Features and Mobile Device Types
CompTIA A+ 220-1001: Mobile Devices Network Connectivity and Application Support
CompTIA A+ 220-1001: Installing Hardware and Display Components

AF e-Learning CBTs for CompTIA A+ 220-1002

CompTIA A+ 220-1002: System Utilities
CompTIA A+ 220-1002: Security Fundamentals
CompTIA A+ 220-1002: Critical Security Concepts
CompTIA A+ 220-1002: Microsoft Command Line Tools
CompTIA A+ 220-1002: Operational Procedures Best Practices
CompTIA A+ 220-1002: MS Operating System Administrative Tools
CompTIA A+ 220-1002: Comparing Common Operating Systems
CompTIA A+ 220-1002: Microsoft Operating System Installation & Upgrade

Medical Information Systems (MIS) IAT Level II Job Qualification Standard

1. Medical Information Systems (MIS) IAT Level II Tasks, Knowledge, and Technical References (TR)	2. Date Started	3. Date Completed	4. Trainee Initials	5. Trainer Initials	6. Certifying Official Initials
1. CompTIA Security+ SYO-501 TR: AFMAN 17-1303, Cybersecurity Workforce Improvement Program; DoDD 8140.01, Cyberspace Workforce Management; DoD 8570.01-M, Information Assurance Workforce Improvement Program					
1.1. Complete AF e-Learning CBTs for CompTIA Security+ SYO-501 (See table of CBTs after this JQS table)					
2. CompTIA Security+ SYO-501 certification					
2.1 Acquire CompTIA Security+ SYO-501 certification					
2.2. Analyze the present threat landscape (risks and vulnerabilities, threat agents, countermeasures and mitigation, intent and motivation of threats)					
2.3. Identify the types malware (viruses, worms, Trojans, cryptomalware. Backdoors, keyloggers, spyware)					
2.4. Social engineering and hijacking (phishing, dumpster diving, shoulder surfing, URL hijacking)					
2.5. Compare and contrast types of attacks (DoS, DDoS, man in the middle, zero-day, injection, cryptographic and wireless attacks)					
2.6. Explain penetration testing and vulnerability scanning concepts (active vs. passive reconnaissance, pivot, initial exploitation, persistence, black vs. gray vs. white box testing, identifying vulnerabilities, false positives)					
2.7. Identify the impact of vulnerabilities (race conditions, system vulnerabilities, improper input and error handling, misconfiguration, resource exhaustion)					
2.8. Install and configure network components, both hardware and software-based, to support organizational security (firewalls, VPN concentrators, bridges and switches, routers, Wireless access points, encryption gateways)					

1. Medical Information Systems (MIS) IAT Level II Tasks, Knowledge, and Technical References (TR)	2. Date Started	3. Date Completed	4. Trainee Initials	5. Trainer Initials	6. Certifying Official Initials
2.9. Use security assessment tools (protocol analyzers, network scanners, password crackers, honeypots)					
2.10. Identify features/service of cryptography (ciphers, keys, encryption, symmetric algorithms, hashing, digital signatures)					
2.11. Public Key Infrastructure (PKI) concepts (CA trust models, certificate chaining, pinning, key escrow)					
2.12. Configure wireless security settings (WPA, WPA2, wireless authentication and encryption, Wi-Fi protected setup, captive portals)					
2.13. Use technology output analysis (host intrusion prevention, antivirus, patch management tools, data loss prevention)					
2.14. Deploy mobile devices securely (deployment models, passwords pins and screen locks, remote wipe, push notification service)					
2.15. Implement secure protocols (secure shell (SSH), SSL/TLS, HTTPS, DNSSEC, SRTP, FTPS, S/MIME)					
2.16. Troubleshoot common security issues (permission issues, access violations, certificate issues, personnel issues, baseline deviation, unauthorized software, asset management)					
2.17. Identity concepts and access services (NT LAN manager, Challenge-handshake authentication protocol (CHAP), Kerberos, secure token)					
2.18. Identity and access management controls (mandatory, discretionary, attribute-based, role-based, rule-based, biometrics)					
2.19. Apply account management practices (users, shared, guest, generic, privileged, service accounts, group-based access control and group policy, least privilege, recertification, auditing, review)					
2.20. Control physical security (lighting, controlling access, alarms, secure enclosures, locks, authentication, protected systems)					
2.21. Implement secure network architecture concepts (zones and topologies, segregation, segmentation, isolation, tunneling, VPNs)					

1. Medical Information Systems (MIS) IAT Level II Tasks, Knowledge, and Technical References (TR)	2. Date Started	3. Date Completed	4. Trainee Initials	5. Trainer Initials	6. Certifying Official Initials
2.22. Secure system and application design and deployment (hardware root of trust, secure boot, EMI, EMP, supply chain, trusted operating system, life cycle models, secure coding)					
2.23. Cloud, virtualization, and resiliency concepts (hypervisors, cloud storage models, virtual desktop infrastructure, automation, scripting, RAID, high availability)					
2.24. Policies, plans, and procedures (standard operating procedure, agreements, acceptable use policy, personnel management)					
2.25. Business Impact Analysis (BIA) and risk management (business continuity plan, risk assessment, risk response, change management)					
2.26. Incident response, forensics, and disaster recovery (response plan, forensic investigation procedures, intelligence gathering, backups, security controls, data retention)					
2.27. Acquire SEI 264					

AF e-Learning CBTs for CompTIA Security+ SY0-501

CompTIA Security+ SY0-501: Cryptography

CompTIA Security+ SY0-501: Cryptographic and Wireless Attacks

CompTIA Security+ SY0-501: The Present Threat Landscape

CompTIA Security+ SY0-501: Policies, Plans, and Procedures

CompTIA Security+ SY0-501: Implementing Secure Protocols

CompTIA Security+ SY0-501: Wireless Security Settings

CompTIA Security+ SY0-501: Application and Service Attacks

CompTIA Security+ SY0-501: Types of Malware

CompTIA Security+ SY0-501: Public Key Infrastructure

CompTIA Security+ SY0-501: Deploying Mobile Devices Securely

CompTIA Security+ SY0-501: Identity and Access Management Controls

CompTIA Security+ SY0-501: Common Account Management Practices

CompTIA Security+ SY0-501: Impacts from Vulnerability Types

CompTIA Security+ SY0-501: Social Engineering and Related Attacks

CompTIA Security+ SY0-501: Penetration and Testing and Vulnerability Scanning

CompTIA Security+ SY0-501: Implement Secure Network Architecture Concepts

CompTIA Security+ SY0-501: Business Impact Analysis and Risk Management

CompTIA Security+ SY0-501: Cloud, Virtualization, and Resiliency Concepts

CompTIA Security+ SY0-501: Analyzing Output from Security Technologies

CompTIA Security+ SY0-501: Frameworks, Guidelines, and Physical Security

CompTIA Security+ SY0-501: Troubleshooting Common Security Issues

CompTIA Security+ SY0-501: Identity Concepts and Access Services

CompTIA Security+ SY0-501: Security Assessment Using Software Tools
CompTIA Security+ SY0-501: Secure System and Application Design and Deployment
CompTIA Security+ SY0-501: Incident Response, Forensics and Disaster Recovery
CompTIA Security+ SY0-501: Components Supporting Organizational Security

Section D - Course Objective List

- 1. Resident Courses.** If a written copy of the course objective list is required, contact 382 TRS/TRR, 2931 Harney Road, Fort Sam Houston TX 78234-2532 or call DSN 420-5932. A copy will be sent to you as soon as possible.
- 2. Measurement.** Students are measured in both knowledge and performance elements using a written test and a performance progress check.
- 3. Standard.** The course minimum standard is 70% on written examinations. Standards for performance measurement are indicated in the objective and delineated on the individual progress checklist. Instructor assistance is provided as needed during the progress check and students may be required to repeat all or part of the behavior until satisfactory performance is attained.
- 4. Proficiency Level.** Most course task performance is taught to the 2b proficiency level, which means the student can do most parts of the task but does need assistance on the hardest parts of the task (partially proficient). The student can also determine step-by-step procedures for doing the task.
- 5. Career Development Courses.** CDC information can be obtained from the Air Force Career Development Academy at Maxwell AFB, Gunter Annex, AL.

Section E - Support Material

- 1.** The following list of support materials and training platforms is not all-inclusive; however, it covers the most frequently referenced areas.

1.1. Beneficiary Counseling Assistance Coordinator (BCAC). Personnel assigned as BCACs should use the following TPs to become proficient in the tasks associated with new responsibilities.

1.1.1. The Health Benefits Websites. These websites provide the latest information and tools on Health Plan Management. Some information on these websites may be password protected; therefore, personnel may be asked to apply for an account in order to gain access.

<https://health.mil>

<https://tricare.mil/>

<https://www.tricare-overseas.com>

1.1.1.1. TRICARE Fundamentals Course. The target audiences for this course are BCACs, Debt Collection Assistance Officers (DCAOs), and Contract Representatives who are on their initial TRICARE assignment. Other eligible attendees are Airman Family and Readiness Center personnel, Reserve Component Unit Representatives, TRICARE staff, and other personnel who have TRICARE outreach responsibilities, newly assigned TOPA Flight Commander and TOPA Chief. This course is not intended for those personnel who have attended or other similar courses.

1.1.1.2. Online and In-Person. This is an interactive course. It's for those who need to understand the basics of TRICARE. The 11 modules in this course cover key concepts, TRICARE programs and options, Guard and Reserve, dental, pharmacy, claims, appeals, and more. There's a pre-test, a 50-question final exam, and a course evaluation.

1.1.1.3. Classroom Training. The three-day classroom course provides participants with well-trained instructors and the opportunity to interact with other students who assist TRICARE beneficiaries. The course provides an ideal setting for discussing beneficiary and staff concerns. Registration opens about one month before the scheduled course start date. You may attend a course in any region, but seating is available on a first-come, first-served basis. There are no fees for the course registration or materials. However, funding for travel, lodging, and associated travel fees are the responsibility of the participant's unit/agency.

<https://www.health.mil/training-center>

1.1.1.4. TRICARE University is the TRICARE Management Activity (TMA) distance learning training platform for various support functions (BCACs, DCAOs, etc.).

1.1.2. Debt Collections Assistance Officer (DCAO). Personnel assigned as DCAOs should use the following TPs to become proficient in the tasks associated with new responsibilities.

1.1.3. Health Plan Analyses. Personnel assigned duties within the scope of health plan analyses, use the following TPs to become proficient in the tasks associated with new responsibilities. References: Step-by-Step Guide for Population Health, DoD Population Health Improvement Plan and Guide, and A Guide to Population Health.

1.1.4. MEB/PEBLO Clerk. Personnel assigned as a Physical Evaluation Board Liaison Officer should thoroughly review DoDI 1332.18, Disability Evaluation System (DES) and Vol 1, Disability Evaluation System (DES) Manual: General Information and Legacy Disability Evaluation System (LDES) Time Standards, Vol 2. Disability Evaluation System (DES) Manual: Integrated Disability Evaluation System (IDES) , Vol 3, Disability Evaluation System (DES) Manual: Quality Assurance Program (QAP), AFI 10-203, Duty Limiting Conditions, AFI 36-3212, Physical Evaluation For Retention, Retirement, And Separation, AFI 41-210, Patient Administration Functions and AFI 48-123, Medical Examinations and Standards. The measurement of the TP is the responsibility of the using MTF.

1.1.5. PEBLO Training Workshop/Conference. The PEBLO IDES workshop is conducted every two years and is sponsored by AFMOA/SGAT, Patient Administration Branch. This workshop provides key IDES process updates and the opportunity to interact with all IDES stakeholders. Subject matter curriculum incorporates fundamental aspects of DoD level disability evaluation system directives as well as specific service administrative requirements that address appropriate case documentation requirements; necessity for timely case submissions; PEBLO-patient counseling; review-in-lieu of DES guidelines; and other general DES management functions required of PEBLOs.

1.1.6. Integrated Disability Evaluation System (IDES). Other helpful tools and information are available at the AFMOA IDES KX Website. PEBLOs should register to receive automated updates as information is continually added to the website.

1.1.7. Patient Administration Website. This website provides the latest information and tools for managing related functions. Some information on this website is password protected; therefore, personnel will be required to apply for an account in order to gain access. The Kx

provides the latest information and tools for managing patient admin related functions:

<https://kx2.afms.mil/kj/kx2/AFMOAHealthBenefits/Pages/home.aspx>

1.1.8. Medical Records Tracking, Retirement and Retrieval (MRTR2) System. The MRTR2 website provides access to CBT for electronic tracking and retirement of records. The training is required for all personnel responsible for retiring medical records.

[https://kx2.afms.mil/kj/kx2/AFMOAHealthBenefits/Documents/MedicalRecords/NSTRRETIREMENT/Steps to Retiring NSTRs \(2\).docx](https://kx2.afms.mil/kj/kx2/AFMOAHealthBenefits/Documents/MedicalRecords/NSTRRETIREMENT/Steps to Retiring NSTRs (2).docx)

1.1.9. The Special Needs Identification and Assignment Coordination (SNIAC) Program. The SNIAC website provides the latest information and tools on the SNIAC program. Personnel who perform duties that are part of the overall SNIAC process, e.g., the Family Member Relocation Coordinator, should access this site as well as apply for a password to access the Q-Base online tool. The AFMOA/SGH EFMP website has information on the EFMP process.

<https://kx2.afms.mil/kj/kx8/efmp/pages/home.aspx>

1.1.10. Working Information Systems to Determine Optimal Management (WISDOM) Course. Stakeholder expectations require astute management of the delivery organizations in the Military Health System (MHS), along with the formulation of policy at all levels that support corporate goals. Data- driven decision-making is key to successful performance. WISDOM is the educational vehicle that can translate the widespread availability of corporate data through the MHS Management Analysis and Reporting Tool (M2) into improved MHS operations. This 40-hour course reviews the basic processes of management decision making, with emphasis on the use and limitations of contemporary MHS data and data systems. Although the course uses examples set in a typical MTF integrated delivery system, the concepts and tools are equally applicable for other decision-makers, entities, and command levels in the MHS. The target audience for this course is novice to mid-level users of MHS data for analysis.

1.1.11. TRICARE Financial Management Education Program (TFMEP) Basic Course. TMA presents the TFMEP as a means to provide training on current and evolving TRICARE financial management subject areas. Target areas are those where the training and information is generally not available in other courses or workshops. TFMEP course material promotes the ability of managers, at all levels within the MHS, to work with various kinds of financial information available within the current DoD workload, managed care, and cost accounting systems. The program also addresses the sources from which data can be obtained, data quality management, and specific TRICARE software applications that can either utilize or produce some of the relevant cost data. Attendees are introduced to outsourcing alternatives. These principles, coupled with the overarching MHS business plan and budget model techniques, will enable individuals to realize the right balance between the Direct Care System and Private Sector Care System. The TFMEP course offers updates and background information on financial management topics specifically requested for an MHS executive to embrace the next generation of TRICARE contracts new business environment. Target audiences are senior leaders in the grades of O-5 and above holding key leadership roles within MTF, Surgeons General offices, Lead Agent offices, TRICARE regional offices, DHA environments or intermediate commands. Classes are limited in size to facilitate open discussions.

<http://www.med.navy.mil/sites/nmpdc/courses/Pages/TRICARE%20Financial%20Management%20Executive%20Program.aspx>

1.1.12. Patient Movement Training. All personnel working within a Patient Movement capacity must complete the TRANSCOM (Transportation Command) Regulating and Command & Control (C2) Evacuation System (TRAC2ES) Basic Training course.

1.1.12.1. The TRAC2ES Basic course is intended to provide personnel with the skills required to utilize TRAC2ES in support of PM operations. This course provides hands-on instructions over the course of 1.5 days. Instructors will use lectures and provide demonstrations to introduce course materials and allow students to perform each task. Class sizes vary, but can facilitate up to ten students with deployers as priority. TDY costs to attend the course are the responsibility of the member's unit. If a significant number of personnel require training, a unit member can be selected to attend the TRAC2ES Train-the-Trainer course by their leadership. The Train-the-Trainer course is a 4 day course taught by the TRAC2ES Training Manager/Subject Matter Expert. Once the member is upgraded as a trainer, they will return to their unit and train remaining unit personnel on TRAC2ES Basic only. If attending a course is not financially feasible, a secondary option available is to complete the web-based TRAC2ES CBT on JKO (<https://jkodirect.jten.mil> Course: DHA-US042-Trac2es Web WBT). This CBT fulfills the same requirements as the 1.5 day course.

1.1.12.2. The 4A0X1 Aeromedical Evacuation (AE) JQS was developed to standardize and document minimum administrative duties and task qualifications relevant to the A/E process.

1.1.13. AFMS Access Improvement Seminar, 3 day. The AFMS Access Improvement Seminars provide access managers with comprehensive instruction so that they may gain the most up-to-date access improvement information in the areas of access policy, access data analysis, Family Health Initiative, access to care (ATC) performance measurements, demand management, population/enrollment management clinic, appointing and schedule management, appointing information systems management, referral management, and process improvement. Related decision support tools will also be demonstrated and explained. Students will be given many opportunities to ask questions and interface with the faculty and with each other.

1.1.14. Appointing Information Systems hands-on Training Course. This course is intended for Air Force Medical Service Access Managers to include: Group Practice Managers (GPMs), GPM Assistants, Office Managers, Patient Centered Medical Home (PCMH) Team/Element Leaders, Health Care Integrators, Clinic NCOICs, Template Managers, and/or those personnel who manage access improvement initiatives and appointing schedules, to include government or contract employees.

1.1.15. In accordance with AFI 44-176, Chapter 18, Access to Care Continuum, Group Practice Managers are highly encouraged to attend the course during their first assignments as a GPM. We recommend that MTFs review the course syllabus and decide who should attend. We understand this is a substantial investment in time and/or money for each facility, so personnel allowed to attend should have ample duty time left in their assignment to affect positive change at their current facility.

1.1.16. Army and Navy personnel should contact their respective service headquarters for training opportunities. However, since training is applicable to all services, Army, Navy, and Coast Guard personnel may attend on a first registered/space available basis.

<https://kx2.afms.mil/kj/kx4/AccessstoCareEducation/Pages/home.aspx>.

1.1.17. International Health Specialist (IHS). The IHS website provides the latest

information and tools on the IHS program. The AFMS developed this program to support the DoD's Joint Vision, which states that today's joint force must be prepared to operate with multinational forces, governmental and non-governmental agencies, as well as with international organizations. The IHS program helps identify those with language, cultural, and/or geopolitical skills, and provides a database of medics with capabilities tailor-made for specific missions. It consists of officer/enlisted members who fulfill IHS duties on a full time basis and also those who have elected to be included in a database pool from which members are selected for IHS positions or to augment specific missions. IHS personnel are expected to be or to become proficient in a second language and to become knowledgeable of the political, military, economic, medical and cultural aspects of the country/region associated with their second language. In addition to becoming an expert in their area of responsibility and establishing host nation relationships, IHS personnel will play a pivotal role in supporting medical planning operations and deployment execution. IHS members are eligible to participate in the Rosetta Stone online language learning center to assist in becoming more proficient in one of 20 languages offered. An IHS SEI is awarded to those who have met necessary criteria.

1.1.18. CMRP Training. The CMRP training tasks, which are identified in the CMRP database which is the catalyst for training program development.

1.1.19. Uniformed Business Office (UBO). Personnel performing UBO functions should refer to the DoD UBO website.

1.2 Defense Health Agency Procedural Instruction (DHA-PI). Functional references established for use by military healthcare facilities and military medical entities. The digital library for these references are available at <https://health.mil/About-MHS/OASDHA/Defense-Health-Agency/Resources-and-Management/DHA-Publications>.

Section F - Training Course Index

7. Purpose. This section of the CFETP identifies training courses available for the specialty. Refer to the ETCA website for complete information on the courses listed in this section.

7.1 Air Force In-Resident Courses:

Course Number	Course Title	Duration	Location
L5ABJ4A031 01AA PDS Code: IFU	Health Services Management Apprentice Course	38 days	JBSA Fort Sam Houston, TX
L5AXO4A071 00AA PDS Code: MQ8	Medical Expense and Performance Reporting System Course	15 days	Various Locations
L7OZT4XXX 08AB PDS Code: K8X	Patient-Centered Medical Home Operations (Mobile)	4 days	Various Locations
L3OZR41A3 08AB PDS Code: GPO	Group Practice Manager Orientation Course (In-residence)	10 days	JBSA Fort Sam Houston, TX
L7OZT41A3 08AB PDS Code: IIR	Group Practice Manager Orientation Course (Mobile)	10 days	Various Locations

L2ORP4XXX 00PA PDS Code: 26U	Aeromedical Evacuation and Patient Staging Course (AEPSC)	5 days	Camp Bullis, TX
L2ORP4XXX 00EA PDS Code: 25C	Expeditionary Medical Support-Health Response Team (EMEDS-HRT)	5 days	Camp Bullis, TX
L3OZR4XXX 00BC PDS Code: OYH	Medical Readiness Management Course	10 days	JBSA Fort Sam Houston, TX
L5OXA4XXX 09AA PDS Code: ODO	Homeland Security Medical Professionals Course (HLSMPC)	5 days	Various Locations
L5OXN4XXX 08AA PDS Code: Q7O	Joint Medical Planners Course	5 days	JBSA Fort Sam Houston, TX
L5OZO4AXXX 08AA PDS Code: 6XI	Medical Facilities Management	10 days	JBSA Fort Sam Houston, TX
L5OXO4XXX 08CA PDS Code: OTE	AF Medical Service Access Improvement Seminar	3 days	Various Locations
L3OZR41A308EA PDS Code:	Medical Information Services (MIS) Orientation Course	10 days	JBSA Fort Sam Houston, TX
B3XZYPRP 0A1A PDS Code 15M	Personnel Reliability Assurance Program (PRAP) Course	4 days	USAFSAM. Wright Patterson AFB, OH

7. Courses under Development/Revision. Changes are being made to the apprentice course (Currently L5ABJ4A031 01AA) based on the training standard within this CFETP.

Section G - MAJCOM Unique Requirements

1. Air National Guard (ANG).

1.1. Purpose. This section applies to all Health Services Management specialty personnel assigned to Air National Guard.

2. Initial Skills Training Waiver.

2.1. NGB/SG may grant waivers on a case-by-case basis IAW NGB/A1 Classification Waiver Guide. (OPR: NGB/SG, Chief, Medical Enlisted Force (CMEF).

3. Proficiency Training

3.1. Proficiency Training (Mission Essential Skills Training (MEST)) will be accomplished IAW current Fiscal Year NGB/A1D Workday Guidance.

Section H - Documentation of Training

1. The AFTR serves as the single, automated repository for all medical enlisted specialty training. Consult the most current AFTR training message for detailed instructions regarding automated training documentation requirements.

2. Master Training Plan (MTP). A reference guide developed for each section that includes

all facets of training for individuals assigned. It is to be used as a reference source for the type of training and documentation pertaining to each assigned member. The MTP is used to standardize training and to provide an overview of the training process for the duty section. The MTP is also used as a means to reduce the amount of paperwork previously required during the training process.

3. The MTP is an overview of training for the duty section. It should include all documents involved in the training process for the duty section. Training will vary from section to section and person to person, but there are certain documents that will be a standard requirement for all MTPs. They are listed below.

3.1. MTL.

3.2. CFETP.

3.3. Locally developed AF Form 797s, *Job Qualification Standard Continuation/Command JQS*.

3.4. Milestones for tasks and CDC completion (refer to AFI 36-2651, Air Force Training Program).

3.5. Unit Specific Orientation Checklist.

3.6. Job descriptions/performance standards.

3.7. QTP required to perform peacetime/wartime duties.

Medical Readiness Planner R Prefix Job Qualification Standard

1. Medical Readiness Planner R Prefix Tasks, Knowledge, and Technical References (TR)	2. Date Started	3. Date Completed	4. Trainee Initials	5. Trainer Initials	6. Certifying Official Initials
1. OPERATIONS TR: AFI 10-401, Air Force Operations Planning and Execution, 10-402, Mobilization Planning, 10-403, Deployment Planning and Execution, 41-106, Air Force Medical Readiness Program					
1.1. Prepare MAJCOM comments for AFSVTC					
1.2. Demonstrate knowledge of capabilities within your theater and explaining how to employ them.					
1.3. Explain/Demonstrate use of Force Flow Worksheet					
1.4. MRDSS					
1.4.1. Explain how MRDSS is utilized in sourcing process					
1.5. Medical Deployments					
1.5.1. Understand/describe the medical deployment cycle					
1.5.2. MAJCOM Sourcing -Complete process for notifying unit for deployment					
1.5.3. Describe procedures for accomplishing deployments:					
1.5.3.1. Crisis Action Deployments					
1.5.3.2. Emerging Requirements					
1.5.3.3. Sustainment Deployments					
1.5.4. Describe functional area manager verification or shortfall actions:					
1.5.4.1. Verify taskings are valid within 6 days upon receipt					
1.5.4.2. Understand/demonstrate the complete reclama process					
1.5.5. Outline the FAM relations in regards to the AEF Center and the individual Units					
1.5.6. Verify unit UTCs in ART are ready for deployment					
1.5.7. Work with FAMs for appropriate UTC assignment					

1. Medical Readiness Planner R Prefix Tasks, Knowledge, and Technical References (TR)	2. Date Started	3. Date Completed	4. Trainee Initials	5. Trainer Initials	6. Certifying Official Initials
1.5.8. Find potential sourcing solution (coordinate with other MAJCOMS if needed)					
1.6. ORDERS					
1.6.1. Define and explain how the following are related:					
1.6.1.1. DEPOD					
1.6.1.2. EXORD					
1.6.1.3. OPOD					
1.7. Command Relationships:					
1.7.1. Describe/Explain the relationship between the following:					
1.7.1.1. NAF/MAJCOM/Air Component/COCOM/HAF					
1.7.1.2. Combatant Command (COCOM), Operational Control (OPCON), Tactical Control (TACON) and Support					
1.8. DCAVES/JOVES:					
1.8.1. Describe the relationship between JOVES and DCAVES					
1.8.2. Extract Line Level Detail (LLD) on Unit line Numbers (ULN)					
1.8.3. Find and understand Line Remarks					
1.9. UIC Changes					
1.9.1. Describe the purpose of a UIC change					
1.9.2. Perform a UIC change					
1.10. Reclama/Shortfall:					
1.10.1. Describe the difference between a reclama and a shortfall					
2. PLANS TR: AFI 10-204, Participation in Joint and National Exercises; AFI 10-401, Air Force Operations Planning and Execution; AFI 10- 403, Deployment Planning and Execution; AFI 10-801, Defense Support of Civil Authorities; AFI 10-2501, Air Force Emergency Management Program; AFI 41-106, Medical Readiness Program Management; AFTTP 3- 42.71, Expeditionary Medical Support (EMEDS) and AirForce Theater Hospital (AFTH)					
2.1. Medical Resource Letter (MRL):					

1. Medical Readiness Planner R Prefix Tasks, Knowledge, and Technical References (TR)	2. Date Started	3. Date Completed	4. Trainee Initials	5. Trainer Initials	6. Certifying Official Initials
2.1.2. Execute updates/changes within MRL					
2.1.3. Review annual training calendar/schedule for MTFs within the MAJCOM					
2.1.3.1. Utilize MRDSS' Formal Training Management Scheduler					
2.1.4. Update Unit Type Availability (UTA)					
2.1.5. Review procedures for coordinating monitoring and maintaining assigned UTCs					
2.1.6. Review and update MRL for Personnel and Equipment UTCs					
2.1.7. Be familiar with MISCAP/TTPs for UTCs listed on the MRL for your MAJCOM					
2.1.8. Demonstrate knowledge of TPFDD development & Analysis					
2.2. MAJCOM/Combatant Command (CCMD) Plans					
2.2.1. Review/understand applicable CCMD Plans					
2.2.2. Review/understand applicable Service Component Plans					
2.2.3. Know the associated UTCs					
2.2.4. Understand the role/mission of the Service Component within the CCMD					
2.2.5. Know/understand the chain of command for the Service Component within the CCMD, and command authority					
2.2.6. Provide input on line remarks based on mission requirements during OPLAN development.					
3. BASE SUPPORT TR: AFI 10-244, Reporting Status of Air and Space Expeditionary Forces; AFI 10-201, Force Readiness Reporting; AFI 41-106, Medical Readiness Program Management; AFI 90-201, Air Force Inspection Program					
3.1. Subordinate Unit Review					
3.1.1. Review Unit Level MRC minutes and provide analysis of proposed corrective actions					
3.1.2. Assist IG to develop/update Inspection Criteria					

1. Medical Readiness Planner R Prefix Tasks, Knowledge, and Technical References (TR)	2. Date Started	3. Date Completed	4. Trainee Initials	5. Trainer Initials	6. Certifying Official Initials
3.1.3. Review unit level Medical Contingency Response Plans (MCRP) provide input as necessary					
3.2. DOC Statements					
3.2.1. Analyze and update a Designed Operational Capability Statement (DOC)					
3.2.2. Describe routing process for approval of DOC statements					
3.3. ART/AF-IT/DRRS:					
3.3.2. Evaluate unit ART/AF-IT/DRRS data, understand how LIMFACS reported affect theater response/brief leadership					
4. TRAINING & EXERCISES TR: AFI 10-2912, Aeromedical Evacuation Readiness Programs; AFI 41-106, Medical Readiness Program Management; AFTTP 3-42.5, Aeromedical Evacuation (AE); AFTTP 3-42.57, EnRoute Patient Staging System; AFTTP 3-42.71, Expeditionary Medical Support (EMEDS) and Air Force Theater Hospital (AFTH); AFI 90-201, Air Force Inspection Program					
4.1 Understand/explain purpose of Exercises Oversight Committee (EOC)/Readiness Training Oversight Committee (RTOC)					
4.2 Understand/Explain the functions of sourcing and reconstitution of equipment for exercise support					
4.3 Understand/Explain the development process for the EOC FY budget					
4.4 Understand/Explain the relationship between the Unit Effectiveness Inspection process					
4.5 Participate One major exercise as Control Team/Wing Inspection Team and prepare an After Action Report					
4.6 Develop mission essential tasks list (METL) associated with DRRS/MISCAP/TTP guidance to assess units on ability to respond. And which JMETLs they associated with					
5. MANPOWER AND EQUIPMENT FORCE PACKAGING SYSTEM (MEFPAK) TR: AFI 10-244, Reporting Status of Air and Space Expeditionary Forces; AFI 10-401, Air Force Operations Planning and Execution; AFI 10-403, Deployment Planning and Execution					
5.1 Explain/Demonstrate use of MEFPAK COP website and MEFPAK playbooks associated with this topic					

1. Medical Readiness Planner R Prefix Tasks, Knowledge, and Technical References (TR)	2. Date Started	3. Date Completed	4. Trainee Initials	5. Trainer Initials	6. Certifying Official Initials
5.2 Office personnel will explain why/how UTCs are developed IAW AFI 10-401					
5.3 MEFPAK Tool					
5.3.1 Explain/Demonstrate use of MEFPAK Tool, AFMS/MEFPAK CoP website and MEFPAK playbooks associated with this topic					
5.3.2. Demonstrate use of MEFPAK Tool and MEFPAK Playbook to look up MISCAP/MANFOR					
5.4. Explain what/why/how AFTTPs are developed/used for IAW AFI 33-360					
5.5. Describe Mission Essential Task List (METL) and Joint METL (JMETL)					